

## WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION

<b>Job Title:</b>	Dartmoor Sports Partnership Sports Officer
<b>Location:</b>	South Dartmoor Community College
<b>Grade:</b>	NJC Grade D, Scale Point 7-12 (£20,092 – £22,183 pro rata)
<b>Hours/weeks</b>	29 hours per week, 44 weeks per annum
<b>Reports to:</b>	Strategic Lead DSSP and SGO
<b>Important Functional Relationships:</b>	Primary School Headteachers and teachers Staff and governors, parents and community groups Dartmoor Sports Partnership National Governing Bodies

### Job Purpose

The role holder will work as part of a team to provide administrative and customer/client support to staff, pupils and schools and the wider public working on a range of activities within well-established procedures under regular supervision. They will require thorough understanding of relevant systems and processes.

This role also requires the post holder to deliver high quality coaching for 4 – 11 year olds across the Dartmoor School Sports Partnership (DSSP) Partnership enabling individuals to develop according to their abilities and encouraging them to sustain activity levels.

Roles at this grade may have supervisory responsibilities for staff at lower grades. The role holder will carry out a range of tasks which will require planning and prioritising in order to deliver the specified services for the week/weeks or months ahead.

### Other Responsibilities & Duties

#### Communication & Relationships

- Organising competitions and CPD training for Staff and schools as required.
- Liaising with DSSP staff and school partnership staff and the relevant NGB Development Officer(s) for successful implementation/delivery.
- Work closely with the SGO to coordinate competition and festival opportunities.
- Work closely with the SGO to support in the collection and inputting of competition data
- Attend relevant meetings as requested a manager, to support standard work activities.
- Receive and respond to enquiries and provide information. Judge when to refer queries outside own experience and knowledge to team leader or line manager to provide a timely and effective service.
- Be polite and courteous to present a positive image of the DSSP.
- Adapt standard letters and templates as appropriate.

### Teamwork & People Management

#### In supervisory roles:

- Give instructions, feedback and guidance to colleagues at lower levels where appropriate.
- Providing practical assistance to young leaders, other coaches and volunteers in a mentor role.
- To mentor new coaches and sports apprentices.
- To support in the recruitment, mentoring and training of new coaches.
- Supervise a team carrying out standard, routine activities and determine individual responsibilities. Ensure tasks are completed to time and quality standards.
- Plan and prioritise work requests and rota.

- Communicate requirements to staff and raise any concerns or problems (absence, performance) with line manager.
- Work closely with the SGO to support in the collection and inputting of competition data.

**In non-supervisory roles:**

- Actively participate in the team, share information and support others.
- Contribute to the achievement of the team's goals.

**Service Delivery**

- Managing delivery of curriculum and extra curriculum activity working across the DSSP partnership.
- Organising competitions and CPD training for Staff and schools as required.
- To support in the delivery and development of health and well-being programmes.
- Contact customers both internal and external to the Department/School to understand and meet their needs.
- Provide advice on established procedures to staff and students.
- Receive, and respond to, enquiries from/to schools and from those escalated by staff, taking appropriate action to ensure a resolution and to deliver a courteous and effective service.
- Deliver a range of customer services to an agreed quality standard or specification to maintain service quality and continuity.
- Support in the development and management of the DSSP Website and social media.

**Planning and Organising**

**In supervisory roles:**

- Assess workload and put in place a schedule to ensure a range of standard, routine activities are delivered according to agreed deadlines and standards. Ensure that staff are clear what is required of them.

**In non-supervisory roles:**

- Plan, organise and prioritise a range of tasks to quality standards and to deadlines.
- Plan and prioritise own work activities for weeks/months ahead in response to a manager's general instructions.
- Support a senior colleague in the planning and co-ordination of a specific programme, project or event.

**Analysis and Problem Solving**

- Apply a good working understanding of established TLI processes and procedures to answer queries and resolve problems.
- Collate, manipulate and analyse standard information. Run reports to support information requests.
- Contribute to the development of processes and systems to improve efficiency.
- Monitoring and maintain data quality.

**General**

- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality and Diversity.
- Be aware of and support difference to help ensure everyone has equal access to the services of the Trust and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the Trust's ethos, aims and development/improvement plan.
- Undertake personal development through training and other learning activities, including performance management as required.

*This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties commensurate with the grade as may be necessary from time to time.*

## PERSON SPECIFICATION

E = Essential, D = Desirable

<b>Method of Assessment</b> The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
<b>Qualifications:</b>			
Level of education equivalent to 5 passes at GCSE (levels 9 to 4)/NVQ 3 or demonstrable relevant experience showing clear evidence of excellent numeracy and literacy	E	X	
Minimum of a NGB Level 2, preferably level 3 coaching qualification.	E	X	
Level 2 safeguarding, or willingness to obtain	E	X	
First Aid qualification, or willingness to undertake	E	X	
Additional NGB qualifications	D	X	
<b>Experience:</b>			
Providing advice and guidance to managers and/or customers	E	X	X
Working in a customer facing role	E	X	X
Sports specific coaching, teaching or both.	E	X	X
Proven experience within a similar relevant role, including developmental experience.	E	X	X
Working in a large and diverse organisation	D	X	X
Awareness of school and community curriculum needs	D	X	X
<b>Knowledge, Skills and Abilities:</b>			
Working on own initiative and making judgements within the defined boundaries of the role	E	X	X
Understanding of school systems, policies and procedures	E	X	X
Excellent standard of verbal communication, able to convey advice clearly and concisely	E	X	X
Excellent interpersonal skills with the ability to develop successful working relationships	E	X	X
Good standard of written communication, able to write fluently and concisely with attention to detail e.g. letters, reports, policies	E	X	X
Excellent IT skills and good working knowledge of MS computer packages e.g. able to set up and maintain spreadsheets and interrogate information for use in management reports	E	X	X
A team-based approach to work	E	X	X
Ability to motivate other	E	X	X
Good time management skills, together with a methodical and organised approach to work	E	X	X
Strong customer-oriented, solutions focussed approach	E	X	X
Ability to work on your own with autonomy, whilst recognising when to seek support from others	E	X	X

Experience working confidently with Primary students	<b>D</b>	<b>X</b>	<b>X</b>
Confident in addressing large groups	<b>D</b>	<b>X</b>	<b>X</b>
<b>Further Requirements:</b>			
Commitment to Equality and Diversity including awareness of relevant legislation	<b>E</b>		<b>X</b>
Able to display an awareness, understanding and commitment to the protection and safeguarding of children and vulnerable adults	<b>E</b>		<b>X</b>
Due to the nature of the role, the ability and willingness to work at and travel to different Trust campuses is essential. Therefore the post holder either needs to hold a Full UK driving licence, or have the means to organise travel for themselves	<b>E</b>		<b>X</b>