



Fleetwood Town Community Trust

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment:

- Job Title:** School PE and Sport Activator
- Hours of Work:** 25 hours per week with the potential of additional hours dependant on the needs of the Business. Monday - Friday PM, and some Saturday & Sundays. Hours determined by the needs of the service.
- Contract Status:** Initial 12 month Fixed term (continuation based upon ongoing funding & 3 month probationary period with review)
- Salary:** Competitive
- Location:** Fleetwood Town Community Trust, PoolFoot Farm Training Complex, Butts Road, Thornton Cleveleys.
- Reports to:** Seniors Sports Development Officer

Core Duties & Responsibilities:

- *To co-ordinate and deliver a number of School sports programmes in the Wyre Borough e.g. Curriculum PE, Extra-Curricular Activities and Sports, Community Sports, Holiday Sports Camps. Ensuring that participants are supervised and undertake an enjoyable activity in a safe environment.*
- *Communication and liaison with Head teachers/teachers/group leaders etc.*
- *To provide the Sports Development Officer with monthly reports, which will enable all sport related activity to be effectively monitored and evaluated and collect accurate information that will be entered into the EFL Trust's data management system in order to monitor participation and the delivery of activities involving young people.*
- *Administration of the documentation and record keeping associated with the various activities – application forms, registers, group lists, etc.*
- *Promote The Community Trust and Fleetwood Town Football Club in all areas of activity.*
- *To support the delivery of Sports Camps and Holiday courses as required*
- *Attending meetings/events in order to raise awareness of Fleetwood Town Community Trust.*
- *Dealing with enquiries and general day-to-day liaison with customers/ FTFC staff/Community Trust staff etc.*
- *General office duties including filing, photocopying, regularly check emails.*
- *Any other duties and responsibilities commensurate with the grading and function of the post.*
- *Organise FTFCCT equipment and maintain to a good standard.*
- *Supervision of Volunteers, work experience students etc.*

Decision Making:

Examples of the nature of the job and the sorts of day-to-day decisions that will be taken:

Taken independently by the job holder:

Communication with schools/teachers, parents
Administration for activities and events
Responding to general telephone and email queries with regard to matters relating to Community Trust activities.
Initiating, chasing or escalating matters as appropriate.

Taken in collaboration with others:

Daily/ weekly work planning.
Changes to work procedures and systems.
Liaison with Director of Community & Education.

Referred to the appropriate line manager by the job holder:

Complex queries and significant points of procedure or issues relating to achievement of service standards referred to Director of Community & Education.

Scope of the job:

This job functions as part of a team undertaking all aspects of Community Trust activity. These activities are organised under the Fleetwood Town Football Club Community Trust, whose mission is to provide 'first class professional' football and physical activities within the local community.

Additional Information:

This job involves adherence to policies, procedures and timelines requiring work planning and team working skills to prioritise activities and to manage the expectations of customers. The requirement to operate with a minimum of supervision is crucial. The role requires a need to demonstrate initiative and confidence in dealing with queries from a range of managers, staff and customers on a daily basis, ensuring that the scheme runs smoothly and efficiently

Person Specification:

Description	Essential	Desirable
Experience	<p>Significant experience of PE & Sport delivery in curriculum time; establishing, delivering and co-ordinating coaching programmes for young people.</p> <p>Experience of coaching in a wide range of environments including schools, clubs And community settings.</p> <p>Experience of developing school to Sports club links.</p> <p>Experience of working with the voluntary and statutory sectors and community groups.</p> <p>Experience of working with 5-12 year olds.</p>	<p>Experience of mentoring, supporting and encouraging coaches and teachers.</p> <p>Experience of supervising and co-ordinating sports coaches and volunteers.</p> <p>Experience of monitoring and evaluation impact of sessions/programmes.</p> <p>Experience in delivering Healthy lifestyle programmes in Primary Schools.</p> <p>Experience of working to performance targets.</p>
Qualifications / training / Knowledge	<p>Recognised Level 2 National Governing Body Sports Coaching qualification in one or more sports (or equivalent teacher status).</p> <p>Knowledge of relevant governing body Programmes, policies and practices.</p>	<p>Other Sports coaching qualifications.</p> <p>Relevant Equity and Coaching Disabled Performers training.</p> <p>Membership of FA Coaches</p>

<p>Key skills and abilities</p>	<p>Relevant Safeguarding Children training Valid FA CRB certification.</p> <p>First Aid qualified.</p> <p>Relevant knowledge and experience of sports development, including club and coach development.</p> <p>Knowledge of Long Term Player Development and in particular the FUNdamentals activity stage and movement and sports literacy development.</p> <p>Demonstrate evidence of attending or commit to attending, the following courses:</p> <ul style="list-style-type: none"> • ScUK Good practice and Child Protection training (Develop Your Coaching Series) or equivalent • ScUK Equity in your Coaching • ScUK How to Coach Disabled Footballers • Football For All Workshop <p>Full, clean driving licence</p> <p>Ability to develop and implement high quality, varied and creative coaching sessions focusing on a young person centred approach.</p> <p>Ability to inspire, motivate and encourage young people through sport.</p> <p>Ability to adapt sessions appropriately dependent on the needs of young people.</p> <p>Excellent communication and interpersonal skills, the ability to communicate with people at all levels.</p> <p>Excellent planning and organisational skills.</p>	<p>Licence Club. AfPE Level 3 support of the Delivery of PE in Primary Schools.</p> <p>Qualified to tutor/assess coaches.</p> <p>Membership of FA Coaches Licence Club. AfPE Level 3 support of the Delivery of PE in Primary Schools.</p> <p>Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages.</p>
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Other factors	<p>Good understanding of Safeguarding Children, Child Development, Health and Safety and Sports Equity principles, policies and procedures.</p> <p>Commitment to continuous professional development and willingness to undertake training where necessary.</p> <p>Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.</p> <p>Confident with a high degree of motivation.</p> <p>Commitment to equal opportunities.</p> <p>A flexible attitude to working, willing to work evenings and weekends.</p> <p>Ability to travel independently.</p>	
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