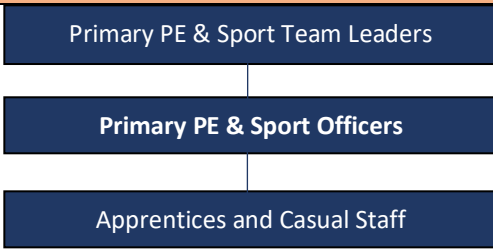


Role Title:	Primary PE & Sport Officer	Department/Team:	Programmes
Reports to (Managers Title):	Partnership Manager (Primary Stars Lead)		
Location:	Tigers Trust Arena		
Last update (date):	January 2021	Role Position No. (HR to complete)	
The Purpose of the role:			
To support the development and lead the delivery of curricular and extra-curricular activities and events in collaboration with teaching professionals and other agencies from a local network of providers which aim to improve the health, wellbeing, and life skills of children. The post holder will contribute to a sustainable plan by ensuring and evidencing value for money and building close working relationships with service users, partners and colleagues.			
The role fits in the organisation here:			
 <pre> graph TD A[Primary PE & Sport Team Leaders] --- B[Primary PE & Sport Officers] B --- C[Apprentices and Casual Staff] </pre>			
Key facts & figures of the role and key accountabilities			
MAIN RESPONSIBILITIES AND TASKS:			
<ul style="list-style-type: none"> • Support the delivery of strategic development of the Premier League Primary Stars Programme ensuring the plan fully integrates with relevant Trust activities eg. the wider primary/secondary schools programme, Soccer Schools etc • Build positive and meaningful relationships with partner schools and other relevant key stakeholders • Deliver a high quality service within partner schools and their communities and ensure interventions meet the needs of the pupils and school • Constantly review the needs of the schools and pupils to ensure each school maximises the available opportunities • Work with school staff and the main beneficiaries to creatively plan the use of resources (human and financial) to ensure achievement of key performance indicators • Train and mentor aspiring sports coaches and support their progression • Use the Trust online monitoring and evaluation system (VIEWS) to collate information and evidence to demonstrate the number of participants involved and the impact made, including collecting participant details, case studies, photographs and videos – this is a requirement of the Premier League Charitable Fund • Liaise with other agencies to help address the wider issues of health and wellbeing • Risk assess all activities and manage accidents or incidents according to company policy • Ensure equality and eliminate any direct or indirect discriminatory practices and behaviour • Ensure compliance with relevant company policies and procedures – Data Protection, Health & Safety, Safeguarding etc. • Be prepared for flexible work patterns and unsociable hours • Undertake additional duties as required – these will not substantially change the general character of the post 			

This is a full-time position with an initial probationary period of three months and attracts a starting salary of £19,000 per annum.

Key Relationships of the role: Primary PE and Sport Team Leaders

Direct Reports: Apprentices and Casual Staff

What is needed to be successful in this role (Person Specification).

Core Competencies:

- *Build Realistic Plans and Coordinate Delivery* – Clearly communicating to others and driving results; tracks/measures impact and refines outcomes where required.
- *Establish Trust* – Honours commitments/promises made to internal and external stakeholders.
- *Meets Stakeholder Needs* – Continually searches for ways to improve service; seeks and acts upon feedback; develops knowledge of the area of work.
- *Think Creatively* – Approaches problems with a curiosity and open-mindedness; creatively integrates different ideas and perspectives; stimulates creative thinking in others; generates innovative ideas and solutions to problems; challenges the status quo.
- *Impact & Influence* – must have a positive attitude to delivery the programme outcomes with appropriate authority; able to communicate and influence effectively in different settings, across different functions, hierarchies, informal and formal, in both written and face to face meetings; confident presenter.

Personal Qualities:

Essential:

- Excellent interpersonal skills and proven ability to work within a team
- Self-motivated and an ability to work on own initiative
- Excellent time management and an ability to prioritise key tasks
- Excellent attention to detail with regards to planning and preparation, and a desire to constantly develop professionally
- Full UK Driving Licence and access to own transport

Qualifications:

Essential: NGB Level 2 qualification in sports coaching

Desirable: AFPE Level 3 in Supporting Primary School Physical Education and Sport, Teaching qualifications and experience planning and assessing learning in line with the National Curriculum, Safeguarding Children and Vulnerable Adults certificate, Emergency First Aid certificate, Qualifications in coaching/leading various sports, fitness, dance, outdoor and adventurous activities, Mental Health First Aid qualification

Experience:

Essential:

- Experience in coaching/leading various sports, fitness, dance, outdoor and adventurous activities
- Experience of working within education
- Experience of working with vulnerable and hard to reach young people and an ability to empathise with their situation and support their needs
- Experience of working in partnership with a variety of agencies



Desirable:

- Experience of managing and leading people
- Experience of working with children with special educational needs or a disability
- Experience of working with vulnerable and hard to reach children and an ability to empathise with their situation
- Knowledge of health and safety requirements and experience of risk assessing activity

Tigers Trust Vision and Mission:

Inspired and integrated communities, living active, healthy and happy lives.

We dare to inspire, engage, and improve our communities, through sport, active participation and education; providing opportunities and removing barriers; supporting and raising aspirations and helping people to lead healthy and happy lives because we care and because we can.

Core Values and Objectives:

Values:

- **Fun**
- **Ambitious**
- **Inspiring**
- **Respectful**
- **Passionate**
- **Inclusive**

Key objectives:

1. Inspire Communities- working to ‘inspire’ and raise the aspirations of our local communities through an inclusive and quality offer of sport and education activities and provision.
2. Improve Health and Well Being-improving the health and well-being of our local communities through activities which promote safe, healthy and happy lifestyles.
3. Create Pathways to Education & Employment Opportunities- creating the opportunity to raise educational attainment and promote a value of lifelong learning, whilst increasing access to the ‘world of work’ through promoting opportunities to interact with employers and entrepreneurs.
4. Connect and Collaborate with Key Stakeholders- maximising impact and resources by delivering together for the benefit of the local communities.
5. Sustainable- Operate a financially sustainable and viable charity, working effectively with our Club, growing income and building strategic partnerships.
6. Build Capacity- of our charity through excellent governance, quality management and an effective integrated delivery structure.

Manager Sign Off:

Date:

Employee Sign Off:

Date:

Safeguarding Statement

Tigers Trust is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

Tigers Trust is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of company. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the business.