



TIGERS TRUST
IN THE COMMUNITY



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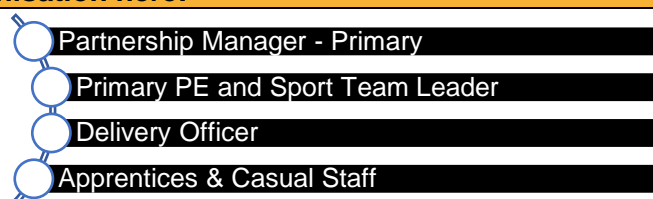
Role Title:	Delivery Officer	Department/Team:	Programmes
Reports to (Managers Title):	Partnership Manager – Primary		
Location:	Tigers Trust Arena		
Last update (date):	March 2024	Role Type:	Full-time (37.5 hours per week)

PURPOSE OF THE ROLE:

To work across various programmes to support the development of the Trust's primary school activities and lead the delivery of both 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, confidence, aspirations and life skills of children and their families.

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:



Key accountabilities of the role:

RESPONSIBILITIES AND TASKS:

- Support the delivery and development of the Premier League Primary Stars Programme ensuring the plan fully integrates with relevant Trust activities e.g. the wider primary/secondary schools programme, and Football Centres.
- Support the delivery and development of the Families Learning Together Project.
- Support the delivery and development of Tigers Trust weekly and holiday football sessions / centres.
- 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 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.
- Support with the production of all associated paperwork to run football activities in our community, including registers and risk assessments.
- 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.



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- 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 in line with National Minimum / National Living Wage per annum, dependent upon age and experience.

Key Relationships of the role:	Primary PE and Sports Team Leaders
Pay and Contract Terms:	Starting salaries £16,770 - £22,308, dependent upon age and experience Full – Time Initial probationary period of three months Potential Start Date: 22 nd April
Direct Reports:	Apprentices and Casual Staff
Benefits:	<ul style="list-style-type: none">• 20 days annual leave plus 8 bank/public holidays• Three discretionary, non-contractual days on completion of probation for festive preparation• Your birthday off on completion of 6 months at the Trust• Flexible working• Company pension scheme (commences on completion of probation)• Performance reviews and associated objectives• Training and development opportunities• Staff social events and activities• Equipment such as laptop, mobile phone, and branded clothing• Access to tickets to home Hull City AFC league fixtures and discount in the Club shop• Free car parking and tea and coffee in the offices• Support for health and wellbeing, including access to occupational health support and confidential counselling through our Health Shield programme following completion of 6 months employment which includes a Healthcare Cash Plan and My Wellness Benefits• Inclusive and welcoming environment where equality, diversity, and inclusion priorities are embedded throughout the Trust• Free physical activity and sports sessions



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PERSON SPECIFICATION

Core Competencies:

- **Communications** – effective communication and interpersonal skills in different settings, both written and verbal
- **Team** – ability to work effectively both independently and as part of a team
- **Motivated**- motivated to support others
- **Enthusiasm**- ability to confidently engage and inspire participants in various activities
- **Continuous Improvement** – identifies and creates ways to continually improve administration processes
- **Thinks Creatively** – ability to demonstrate initiative
- **Positive Attitude** – demonstrates a positive attitude towards all tasks, colleagues and participants
- **Timekeeping** – reliable with ability to work flexibly and effectively deliver to competing deadlines
- **Establish Trust** – ability to honor commitments/promises made to internal and external stakeholders
- **Meets Stakeholder Needs** – continually searches for ways to improve service and work area; seeks and acts upon feedback; develops knowledge of the area of work
- **Impact** – must have a positive attitude to delivery to effectively achieve desired outcomes with appropriate authority
- **Accuracy** – high level of attention to detail and accuracy
- **Organisational skills** – excellent organisational skills with the ability to prioritise tasks and manage multiple deadlines

Personal Qualities and Experience:

Essential:

- Excellent interpersonal skills and proven ability to work within a team
- Self-motivated and an ability to work to own initiative
- Enthusiastic and energetic and able to confidently engage children, young people and their families
- Significant understanding of the local community and the challenges it faces regarding mental health / education / employment
- Excellent time management and an ability to prioritise key tasks
- Availability to work unsocial hours
- 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
- 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 communities
- 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 people and an ability to empathise with their situation
- Knowledge of health and safety requirements and experience of risk assessing activity

Qualifications/Training:



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Essential:

- NGB Level 2 qualification in sports coaching

Desirable:

- AFPE Level 3 in Supporting Primary School Physical Education and Sport
- Qualified Teacher Status
- 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

Ongoing CPD opportunities will be provided as part of the role, both internally and with external bodies to gain further qualifications.

Tigers Trust Vision & 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:

Our Core Values:

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

Our 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.



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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 is not limited and may be reasonably modified as necessary to meet the needs of the business.