



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):	July 2022	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 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• Deliver on the Tigers Trusts weekly football sessions.• 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• 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 £19,570 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:

TEAMWORK - Understands the role of self and others in collaborative working to achieve defined targets, objectives and goals
 ACHIEVING RESULTS - Focuses attention on achieving results that are critical to the success of their role and the business
 PLANNING AND ORGANISING - Structures and priorities, plans and organises their own time and workload to meet work objectives. Takes responsibility to ensure own tasks are fully complete
 DEALING WITH CHANGE - Demonstrate flexibility and adaptability and willingness to deal with change. Keeps an open mind and challenges positively
 CUSTOMER SERVICES - Understands and analyses customers’ business and provides added-value solutions, listening and responding to their needs and requirements, delivering a quality service, and actively creating a customer led environment
 COMMUNICATION -Delivers information and ideas clearly. Questions and listens-to ensure common understanding of issues. Creates climates of open communication
 PROFESSIONALISM - Maintains high standards in their personal approach, gains respect from others for their professionalism

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
- 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

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:

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

Core Values:

Fun	We believe fun should be central to all we do
Ambitious	We strive to be the best in everything we do
Inspiring	We seek to be positive role models in all we do
Respectful	We treat everyone with respect
Passionate	We care passionately about our community
Inclusive	We seek inclusivity in all we do

Tigers Trust Mission:

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.

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.