



Coventry Sports Foundation – Engage! Programme Sport & Education Co-ordinator

Are you passionate about sport? Do you want to make a difference to local communities? Are you interested in developing your skills in sports development, event management, project management, sports coaching and marketing and communications? If so an exciting opportunity to join a city wide initiative focused around the core values of rugby is waiting for you!

Reporting to the Engage! Programme Manager, we are looking to appoint a Sport and Education Co-ordinator to support the delivery of the Engage! values programme, an educational programme that promotes the core values of rugby. The ideal candidate for this position will be confident and outgoing, able to work well individually and as part of a small team.

You will have experience in delivering a variety of curriculum time coaching sessions to primary and secondary school children, including both practical/outdoor and classroom based delivery. You will be highly organised, able to manage multiple projects, organise, deliver and evaluate events and have experience of utilising marketing and communications platforms to promote and develop programme initiatives.

In addition to delivering high quality coaching and classroom sessions, the successful candidate will also need general programme management and co-ordination skills. DBS Clearance will also be required for the successful candidate.

Educated to degree level or equivalent, it is essential that the successful candidate has the ability to travel between schools and facilities during work hours. The successful candidate must hold at least Level 1 RFU coaching qualification. Evening and weekend working may be necessary, so a flexible attitude to working events out of core hours is essential.

As part of the Coventry's ten year strategy for sport, it's exciting times in Coventry for the development of rugby league and union across the city, as part of the recently launched City of Rugby initiative. This role will be instrumental in supporting this and a range of community development programmes and events.

Deadline for applications – 5pm, 14 July

Interviews – 25 July

Salary: £16,000 - £21,000

To apply for this position please send your CV and a covering letter outlining why you feel you have the skills and experience the role is looking for based on the person specification. Please also download and complete an application form and return to: recruitment@coventrysports.co.uk

For more information or an informal discussion about the role, please contact: Tom Clift, Engage! Programme Manager on 07823 448299.

JOB DESCRIPTION

Job title	Sport & Education Co-ordinator – Engage! Programme		
Salary Range		Main Location	AT7
Reporting to	Engage! Programme Manager		
Responsible for	Sports Apprentices and any Work Placement students associated with the delivery of any programme		

Responsibilities for all employees

- To embrace and lead by example on the company's key values of PRIDE, PASSION and PERFORMANCE.
- To undertake your duties to the best of your ability and fully comply with all of the Company's general standards and those relating to your specific role.
- To support the Foundations commitment to providing a safe environment for children and young people, ensuring awareness of the Company's Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
- To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
- To interact positively with customers adopting a friendly and professional approach at all times.
- To carry out tasks at a range of sites that are either operated or managed by the Company or where services are delivered by the Company.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the company.
- To generally help promote the work and public image of the company, always maintaining high standards of customer service and personal appearance.
- To undertake other duties and provide short-term cover where necessary, as specified by Management, which are appropriate to your qualifications, experience and general level of your position.

Overall purpose and objective of the role

To assist with the organisation, development and delivery of all aspects of the Engage! values programme, the City of Rugby initiative and any other externally funded programmes commissioned or funded through external partners.

Main Duties of the Role:

1. To support, develop and lead the co-ordination and delivery of all rugby activities, connecting primary and secondary schools with local rugby clubs as part of the City of Rugby initiative - as defined and agreed with the Engage! Programme Manager.
2. To contribute to, develop and deliver the Engage! Values programme (EVP), planning, co-ordinating and delivering the prescribed number of classroom and coaching sessions to those schools who are associated with the EVP in line with key performance indicators (KPI's).
3. To deliver coaching sessions as organised within the objectives of the Engage! Programmes for any other externally funded community development programmes.
4. To always deliver coaching sessions in a manner consistent with sound coaching principles and the social objectives of the project, adhering to the project's unit and lesson plans.
5. To plan, organise and deliver all associated events in line with the Engage! Values programme, City of Rugby initiative and other externally funded programme KPI's, evaluating all aspects of delivery for continuous improvement.
6. To support the development and delivery of all associated marketing and communication platforms (including programme website, e-news and social media / Twitter / Facebook etc) in line with programme requirements as directed by the Programme Manager.
7. To be actively involved in Sports Development issues outside of coaching programmes, including events, meetings and activity promotion as directed by the Engage! Programme Manager
8. To assist in the planning, review and development of all new and existing Engage! lesson plans and wider CSF Sports Development work programmes.
9. To maintain all administrative records relating to coaching sessions and programme development, as directed by the Engage! Programme Manager.
10. To attend all project review and forward planning meetings.

11. To set up and break down equipment as necessary for sessions, adhering to the correct procedures for the safe handling and storing of equipment.
12. To ensure that adequate standards of Health & Safety considerations are maintained at all times, in accordance with the Health & Safety policy.
13. To undertake regular stock checks of project equipment, reporting all losses and damages.
14. To respond to accidents with the appropriate measures of first aid, ensuring that all records relating to accidents are completed immediately afterwards.
15. To contribute to the professional development and guidance of Sports Apprentices, Further Education and Work Placement students.
16. To seek personal professional development by pursuing relevant experiences and appropriate qualifications.
17. To attend regular internal and external training days/CPD events, to improve subject knowledge.
18. To attend safeguarding training within the company and adopt its policies.

This job description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

Date: June 2017

PERSON SPECIFICATION

Qualities	Essential	Desirable
Personal attributes	<ul style="list-style-type: none"> • Ability to empathise with a diverse range of people of all ages and representations • Ability to be positively persuasive and motivate individuals and teams • Ability to communicate and grow partnerships with a range of agencies and people from diverse backgrounds/standings • Adaptable and approachable • Innovative thinker • Outwardly enthusiastic and self-motivated • Supportive qualities that will encourage young people in their pursuit of personal goals 	
Knowledge and Experience	<ul style="list-style-type: none"> • Understanding of appropriate sporting based 'key values' as embraced within the Engage! programme • Delivering community coaching programmes in rugby and multi sports based activities within schools • Awareness of issues and challenges affecting disadvantaged communities and areas of recognised under representation • Health & Safety • IT literate and proficient in Microsoft Office 	<ul style="list-style-type: none"> • Knowledge of other rugby and/or multi sports based inclusion programmes and target groups • Understanding of school curriculum and educational principles • Understanding of broader issues affecting health and wellbeing inequalities • Event/tournament organisation including the extent of 'touring teams' • Organisation, delivery and management of training and upskilling programmes • Relevant Safeguarding, Equity and Coaching Disabled Performers training

<p>Special skills</p>	<ul style="list-style-type: none"> • Coaching/counselling of young people • Ability to manage a diverse range of people and groups of people • Organisational, planning and administration skills • Ability to work on own initiative and without supervision • Ability to work as part of a team • Time management and prioritisation skills • Report writing 	<ul style="list-style-type: none"> • Marketing and creative skills from concept design to delivery of message • Customer care skills • Business acumen • Communication and PR campaigns • Website/social media development and delivery
<p>General intelligence</p>	<ul style="list-style-type: none"> • Written and numerical skills to maintain accurate records and manage funding streams. 	
<p>Qualifications</p>	<ul style="list-style-type: none"> • Level 1 RFU coaching Qualification • First aid qualification 	<ul style="list-style-type: none"> • Level 2 or above RFU coaching qualification
<p>Circumstances</p>	<ul style="list-style-type: none"> • Ability to work unsociable hours including evenings, weekends and bank holidays. • Ability to travel between sites during the working day. 	