



## JOB DESCRIPTION

<b>Job Title</b>	School Games Coordinator - Education
<b>Reports to</b>	Head of Education
<b>Full/Part Time</b>	This is a full-time post and is for a placement student.
<b>Salary</b>	£7000 - £9000
<b>Deadline for applications</b>	30 <sup>th</sup> March 2018 or until Placement is filled
<b>Interview date</b>	TBC Interviews will take place at City Works, Alfred Street, Gloucester, GL1 4DF
<b>Information</b>	If you require any further information please contact Tom Hall <a href="mailto:tomhall@activegloucestershire.org">tomhall@activegloucestershire.org</a>

### Company Profile

Active Gloucestershire is the county's sports and physical activity partnership (CSP) – responsible for driving up physical activity levels across Gloucestershire. Our vision is that 'everyone in Gloucestershire is active every day' and we work with a huge range of local and national policy makers and organisations to make this a reality.

To do this we support our partners through:

- *Insight Services:* helping organisations understand the national and local landscape in order to effectively raise participation levels.
- *Funding:* operating a number of Sport England grants programmes, signposting partners to sport and physical activity funding and offering advice and guidance.
- *Facilitation:* training and education, strategic networking, project development, coaching and volunteer resources, bespoke consultancy, events and campaigns.

### Purpose of role/job overview

The School Games Coordinator will be pivotal in supporting the Head of Education in working across the education sector to increase the number of children and young people who are inspired to lead a long-term active life. This will include working with partners to develop a county-wide framework and set of priorities for PE and school sport in Gloucestershire, championing the key role that PE and school sport play in whole school wellbeing and education attainment, helping to coordinating a high quality advice and guidance service, and delivering the award winning county wide School Games and PE Primary Premium programmes.





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## Key responsibilities

### School Games

- Liaising with School Games Organisers in the lead up to level 3 county final events
- Management of events calendar
- Liaise with School Games Makers (Volunteers), to ensure that they are fully briefed before and during each event
- Sourcing venues and liaising with them as required
- Work with NGB's involved in the delivery of events
- Providing administrative support to the Local Organising Committee (LOC)
- Management of event enquiries including telephone and email enquiries
- Research on funding sources for the arts/cultural programme
- Suggestions as how to improve the planning / delivery of the School Games
- Attendance / management of forums- Designed to improve running of the School Games
- Developing the cultural element of the school games that plays to the strengths and assets of the sector in the county.

### Event Management

- Assisting with pre-event set up
- Registration of students,
- Setting up / packing away
- Attending events and assisting with on the day logistic
- Demonstrating initiative to deal with any issues
- Assisting with the management of volunteers and delegating tasks

### Administration Duties

- Collating and distributing event materials as necessary
- Creating letter templates
- Keeping an account of medals / certificates and branding through MS Excel
- Creating spreadsheets
- Marketing communication materials
- Completing mail merges for multiple mailings in the course of the planning and implementation of the events
- Any other necessary administrative duties (e.g. typing correspondence, sending out certificates and maintaining efficient filing systems, etc.)
- Managing the Active Lives Survey- (Asking schools to take part, supporting schools through the process, reporting to Sport England)

### Primary School Support

- Assisting with setting up Primary PE Premium Support Clinics
- Contributing to a wider analysis of primary school audit, e.g. updating spreadsheet of primary schools around use of CPD, curriculum support, bikeability
- Carrying out website analysis





## General

- Managing any ad hoc projects and undertake any other duties within the remit of the post as requested.
- Keep up to date with national, regional and local strategies and initiatives relating to School Games.
- Respond to general office enquiries (with the rest of the team) and deal efficiently with any requirements.
- Contribute to the production of regular newspaper articles, infographics, case studies and impact reports.
- Meet with line manager regularly, to review progress to agreed objectives, providing him/her with verbal and written reports as required.
- Be responsible for implementing and adhering to all Active Gloucestershire's policies and procedures.
- Promote the vision, mission and values of Active Gloucestershire.

## PERSONAL PROFILE

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Working towards a Degree or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Sports / leisure / event management degree or equivalent</li> <li>• First aid at Work Qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of the sports and physical activity sector and the barriers/motivators for physical activity within the education sector</li> <li>• An understanding of schools and the education sector</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Sport England programmes (School Games, Active Lives Survey, Primary Premium Funding)</li> <li>• An awareness of good safeguarding practices</li> </ul>
<b>Skills/Abilities/Competencies</b>	<ul style="list-style-type: none"> <li>• A strong track record of project management skills</li> <li>• Excellent organisational skills as well as the ability to prioritise and meet deadlines</li> <li>• Excellent communication, influencing and presentation skills across a range of audiences</li> </ul>	



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<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of volunteering</li><li>• Project management experience (Planning, delivery and review)</li></ul>	<ul style="list-style-type: none"><li>• Events management experience</li></ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"><li>• Clean driving licence and access to a car (Expenses provided)</li><li>• Ability to work as part of a team and on own initiative</li><li>• Have a flexible attitude to work and a willingness to work evenings and weekends if required (Weekends are rare)</li></ul>	

