

BROXTOWE ACTIVE SCHOOLS

**“Inspiring Young People and their families
to be Happy, Healthy, and Active”**

We **BELIEVE** that by working together through **SPORT**
& **PHYSICAL ACTIVITY** we can **ACHIEVE** success in
supporting young people to become:

Strong and resilient,
capable of adapting and thriving when challenged.

Skilful,
and equipped to succeed in life, education, and employment.

Physically active,
with an understanding of the associated benefits to emotional and physical wellbeing.

Ambitious,
hard-working, open minded, and inquisitive.

Networkers,
able to form effective relationships and operate as part of a team.

We will **achieve** these **goals** by:

- Providing HIGH QUALITY, FUN and ENGAGING experiences; developed through insight.
- Promoting the engagement of everyone in regular physical activity (60 minutes per day).
- Raising the profile of PE and sport as a tool for whole-school improvement.
- Increasing the confidence, knowledge, and skills of the school sport workforce.
- Providing a broad range of sports and activities, available to all pupils.
- Increasing participation in competitive sport.

Workforce and Programmes Officer

Applicant Information

Who are we?

- Broxtowe Active Schools, School Sport & Physical Activity Network; is a community interest company, convened by schools in the Broxtowe district of Nottinghamshire.
- Based at Bramcote College, we work collaboratively with stakeholders to increase the number of active lifestyles in the district.
- Our vision can be seen on the previous page of this document.

Why work for us?

- Contribute to improving the lives of young people and their families.
- Small, supportive, welcoming, committed, and enthusiastic core team, with links to a strong network of wider stakeholders.
- Challenging and rewarding role, with the opportunity to be creative; including freedom to develop and expand current and new programmes and ideas.
- Extensive staff development programme, and mentoring support.
- Term-time only working (40 weeks per-year), with flexibility in working hours and days.
- Sector leading salary, with potential of additional paid school holiday work as agreed.
- Provision of equipment, clothing, and relevant expense payments.

What do we require?

In return for an excellent remuneration and support package, we are seeking a highly motivated and passionate individual to join our small and growing team of professional staff. Tasks include but are not limited to:

- Design, development, implementation, monitoring, and review of programmes and projects.
- Leadership, volunteering, and employability skills tutoring.
- Sport and physical activity facilitation (coaching)

Due to the current landscape we require our operational functions to be flexible, adapting to whatever challenges may be posed, and to the requirements of our schools and stakeholders. The successful candidate may be required to take on additional and varied tasks to ensure progress towards our vision and objectives, and the role is likely to be a balance of practical delivery, and administrative tasks.

Further information can be found in the person specification of the application pack.

Points to note

- Work will be predominantly with primary and secondary aged children (age 5 – 18), with some support of volunteers in further education, as well as wider community engagement activities. Further details can be found in the job description for the role, with more about the organisation available at www.broxtoweactiveschools.co.uk.
- Salary for the role is £18-24,000 actual, which is the equivalent to £21-28,000 full-time working. Starting pay point will be determined by skills, experience, and qualifications of the successful applicant. Workplace pension, staff clothing, equipment, and expenses also available.
- Funding for this role is currently until 31st August 2021, however the role is likely to continue, and the post holder's success will play a key part in achieving this.
- Exact hours will be agreed with successful candidates, and are likely to be 37.5 hours per week, 40 weeks per-year (term-time + 1 week). We are very willing to explore flexible working and reduced hours to suit staff members.
- Standard operational hours are 08:00 – 17:00, weekdays, school term time only.
- You will automatically be considered for our other open vacancy and need not submit an additional application.
- All candidates progressing to formal interviews will be subject to background checks.

If you would like any further information, or an informal discussion, please do contact us.

Application process

- Send us your CV and a covering letter to info@broxtoweactiveschools.co.uk, outlining:
 - how you meet the person specification
 - why you would like to work for us
 - your suitability for the role
 - your current/most recent salary and any notice period
 - salary expectations
 - details of two referees, including your current/most recent employer
(please indicate if we **should not** contact referees prior to interview)
- Please note that generic applications which do not address the job description and person specification will not be considered.
- Prospective candidates are strongly encouraged to attend one of our events or activities to further their understanding of the role and requirements; this should be arranged by contacting us.
- **Applications close at 12:00 on 05/10/2020**, with screening calls taking place throughout the application window, and online interviews likely to be w/c 12th October. *Please let us know at application if there are any days or times you would be unavailable to interview.*
- Successful applicants will be required to undertake DBS checks and provide proof of right to work in the UK.

For further information or an informal discussion please contact: Steven Benson, Activity Network Manager, steven.benson@broxtoweactiveschools.co.uk, 07476 762732



Job Description

Job Title: Workforce and Programmes Officer

Salary: £18-24k actual (Full-time equivalent ~£21-28k) + pension, expenses, and resources

Hours: Full time, (minimum 37.5 hours per-week), 40 weeks (school term time +1)

Base / Location: Hot-desk at Bramcote College, work across Broxtowe district, remote working as agreed

Responsible To: Physical Activity Network Manager

Responsible For: Event leaders and volunteers

Job Purpose:

- Lead responsibility for workforce development, including coordination of the leadership and volunteering programme.
- Design, develop, implement, monitor, and review programmes and projects as agreed with the Network Manager.
- Plan and deliver high-quality physical activity, and sports sessions; upskilling school staff, and ensuring young people are inspired to be active.

Duties and Responsibilities:

- Coordinate a workforce of young leaders, volunteers, and casual staff; ensuring appropriate training, support, and deployment opportunities.
- Design, develop, and implement programmes and projects as agreed with the Network Manager
- Plan and deliver high quality physical activity, and sports sessions.
- Support the development and delivery of high-quality professional development opportunities for school staff and volunteers.
- Event delivery responsibilities will include extensive operational duties, such as transportation of equipment, and on-day facilitation.
- Develop & implement appropriate monitoring and evaluation processes; assessing impact and value of events, activities, projects, and programmes, and adapting based on learning.
- Maintain relationships with PE coordinators, sports coordinators, teaching staff, and other school staff; providing relevant support, advice, and guidance.
- Initiate, grow, and maintain sustainable links with local, regional, and national stakeholders (e.g. community sports clubs, county activity partnership, national governing bodies).
- Ensure appropriate safeguarding policies and procedures are in place across all areas of BAS work, including appropriate risk-assessments for all activities.
- Support the Network Manager in the implementation and delivery of the School Games Organiser Task list.
- Maintain an awareness of local, regional, and national sports initiatives, and be able to advise schools and stakeholders as appropriate. Examples include:
 - School Games Mark
 - PE & School Sport Premium
 - Application of Physical Education, School Sport, and Physical activity within the Ofsted assessment framework
 - School Sports Action plan and national objectives
 - Funding sources
- Any other duties deemed necessary by the Physical Activity Network Manager, to achieve the aims and vision of the Broxtowe Active Schools Network.
- Committed to self-development, with a willingness to act on feedback, and undertake professional development opportunities as appropriate.

Person Specification

	Essential	Desirable
Values		
Believe in and promote the importance of physical activity	Y	
Honest, self-motivated, and take pride in delivering high quality	Y	
Committed to self-development, with a willingness to seek and act on feedback, and to undertake professional development opportunities	Y	
Skills		
Strong communication and interpersonal skills	Y	
Time management & organisation	Y	
Ability to work independently and as part of a team	Y	
Problem solving and creativity	Y	
Administrative and clerical	Y	
IT Literacy (<i>outlook, word, excel as a minimum</i>)	Y	
Experience		
Working with children and young people	Y	
Sport / physical activity facilitation (<i>teaching, coaching, tutoring etc.</i>)	Y	
Physical education / activity facilitation within a school environment		Y
Event organisation and management		Y
Monitoring and evaluating the impact of events, activities, and projects		Y
Knowledge		
School, community sport, and physical activity structures	Y	
Safeguarding, child development, health and safety, and sports equity principles, policies, and procedures	Y	
Understanding of how physical activity can achieve whole school priorities, and wider skill development in young people	Y	
Understanding of physical education curriculum, and physical development/literacy principles		Y
Awareness of a variety of sports and physical activities		Y
Qualifications		
Clean, valid driving licence & access to own vehicle	Y	
EQF Level 5 or higher qual in related field (<i>e.g. HND, undergraduate degree</i>)	Must hold at least one of these	Y
Tutoring qualification		Y
AfPE Level 5 Primary PE Specialism (<i>Level 3 supporting PE as a minimum</i>)		Y
Level 2 NGB sports coaching qualification(s)		Y
First aid & safeguarding qualification (<i>training will be available</i>)	Y	
Additional Requirements		
All successful candidates will be subject to DBS checks (<i>provided</i>)	Y	
At least two satisfactory references	Y	
Proof of right to work in the UK	Y	

Anyone delivering on behalf of BAS has a responsibility for, and must be committed to, safeguarding and promoting the welfare of children and young people, and for ensuring that they are protected from harm.

