Active Northumberland

**JOB DESCRIPTION**

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| **Post Title:** School Games Organiser | | | **Director/Service/Sector:** | | **Office Use** |
| **Band:** | | | **Workplace:** | | JE ref: ANJD062 |
| **Responsible to:** Senior School Sport Manager | | | **Date:** | **Manager Level:** |
| **Job Purpose:** To deliver the national School Games and Change4Life programmes across a specified group of local First, Primary, Middle, Secondary and Special schools. The SGO role is designed to increase participation in school sport and support schools to promote healthy lifestyles. | | | | | |
| **Resources** | Staff | none | | | |
| Finance | | none | | | |
| Physical | | some data handling which could contain sensitive information. | | | |
| Clients | | School teachers, pupils, parents, volunteers, young leaders, Active Northumberland and Northumberland Sport colleagues, external agencies | | | |
| **Duties and key result areas:**   1. Increasing the number of state [and independent] schools participating in the School Games (all schools are eligible to be part of the School Games). 2. Ensuring the development of a cultural component in levels 1-3 of the School Games. 3. Promote ways in which the School Games and competitive sport can contribute to school priorities and support the aspirations and achievements of young people in local schools. 4. Working with other SGOs and the Local Organising Committee to ensure a structured and progressive competition calendar is published, that meets the needs of all young people across the SGO cluster of schools, and increases the number of competitive sport fixtures. 5. Ensuring the local competition calendar is aligned to club pathways and competition priority formats as defined by the NGBs. 6. Ensuring the provision of inclusive and targeted opportunities for young disabled people to access competition through the School Games (SGOs will need to work with the Project Ability School in their county to do this). 7. Work with the other county SGO’s and the CSP to deliver a high quality level 3 county event. 8. Sustaining young people's’ commitment to an active lifestyle by ensuring all School Games activity at level 1 and level 2 links to a wide range of club and community sport opportunities. 9. Sustaining, developing and growing the network of Change4Life clubs in schools. 10. Ensuring the progression of young people from Change4Life into the School Games at levels 1-2. 11. Developing the workforce required to activate the School Games at all levels locally:   ‐ Teachers  ‐ Non-teaching staff  ‐ Parents  ‐ Volunteers (working with and through the CSP)  ‐ Young leaders (including young coaches, young officials, and young team managers).   1. Providing access to specialist coaches, training and equipment to assist schools (particularly First/Primary/Middle/Special schools) in delivering a range of lunchtime and after school programmes. 2. SGOs will be expected to set local targets and report progress against these on a termly basis. 3. To undertake other duties and responsibilities as required by Active Northumberland commensurate with the grade of the post, working collaboratively with the other county SGO’s. 4. Attend 1/2 termly Northumberland SGO meetings and annual regional and national Youth Sport Trust conferences.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns:  Working conditions: | | Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.  May include weekends and evenings.  Indoor and outdoor working. | | | |

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**PERSON SPECIFICATION**

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| **Post Title: School Games Organiser** | **Director/Service/Sector:** | Ref: ANJD062 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| Knowledge and experience of school sport and community sport structures.  Qualified or working towards a degree qualification in any of the following fields:  Physical Education  Sports related qualifications  Business/management qualifications  NGB Level 2 Qualification (if candidate does not have Qualified Teacher Status.  Willingness to undertake further professional development as appropriate. | Qualified Teacher Status | |  |
| **Experience** | | | |
| Experience working with children (across the 4-19 years age groups).  Experience in planning, coordinating events and organising competitions.  Successful track record of managing projects and of partnership working. | Experience of successfully dealing with a range of complex issues and resolving these to the satisfaction and benefit of a range of different people.  Experience of developing and implementing strategies and plans with a range of partners and other agencies. | |  |
| **Skills and competencies** | | | |
| A high level of interpersonal and communication skills in order to facilitate effective partnership working (across schools/ external agencies and Kent School Games organising committee).  Excellent project management skills.  Highly developed problem solving and decision making capabilities.  Highly organised with the ability to plan, on both a strategic and local level effectively to meet set deadlines | Excellent negotiating skills with the ability to influence at a senior level across a number of different organisations. | |  |
| **Physical, mental, emotional and environmental demands** | | | |
| Ability to work calmly under pressure and the ability to adapt quickly and effectively to changing circumstances/ situations. |  | |  |
| **Motivation** | | | |
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| **Other** | | | |
| Flexible approach to working hours to meet the needs of the organisation  Satisfactory DBS check. |  | |  |