

Role Profile – School Sport Development Assistant

INFORMATION ABOUT THE ROLE:

Group:	Children’s Social Care & Lifelong Learning
Service:	Education, Schools & Inclusion
Location:	Whickham School & Sports College
Line Manager:	Service Manager
Car User Status:	Casual

SCP and range D (6-7) £21,968 - £22,369

WHAT WE WANT YOU TO DO.....

The Gateshead School Sport Partnership (SSP) co-ordinate activities and facilitate collaboration amongst their schools, their clusters and key partners. Our vision is for all school age children and young people in Gateshead to experience and enjoy high quality physical education, physical activity and school sport, building the foundations for a lifelong healthy and active lifestyle.

We are seeking to employ a highly skilled, enthusiastic, personable and motivated individual to join our team. The main purpose of this role will be to support the current SSP team across a variety of key areas. This will include assistance with the organisation, administration and delivery of a variety of sporting projects/events and wellbeing initiatives.

To assist with the co-ordination and delivery of the Gateshead SSP Competition & Events Programme, including the School Games initiative	Support with the upkeep/administration of SSP websites and social media platforms.
To assist with the administration, organisation, communication and delivery relating to all events and competitions organised by the SSP.	Assistance with the marketing and promotion of the SSP and its calendar of sporting competitions. To include the production of a variety of promotional material (posters, leaflets etc.).
Assist with the development of co-ordinated links to key partners inclusive of local clubs.	Assist with the development and delivery of a range of health and wellbeing projects and programmes (inc. healthy eating, emotional health, physical activity etc.)
Assist with the development of various sporting/physical activity projects and programmes.	To attend a range of meetings with and on behalf of SSP colleagues alongside local partner organisations (e.g. Local Authority, National Governing Bodies of Sport, Active Partnership & Private Sector Partners etc).
Support the monitoring and evaluation of all aspects of SSP delivery.	To participate in appropriate staff training days and undertake relevant CPD opportunities as appropriate.
Undertake a range of administrative duties. To include compilation of letters, emails, databases and spreadsheets etc.	Such other responsibilities allocated which are appropriate to the grade of the post.



Additional Information:

1. **Standards of conduct**

The SSP expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

2. **Creativity**

Staff will be encouraged to develop and lead activities with any particular skills they may have as part of their job role. In addition, staff may have the opportunity to learn new skills.

3. **Equal Opportunities**

The SSP has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

4. **DBS & Safeguarding**

Applicants will be required to complete an enhanced Disclosure Barring Service check before starting. Any certificates and qualifications directly related to the post must also be provided.

5. **Health & Safety**

The SSP is committed to a healthy and safe working environment and expects all of its employees to implement and promote its policy in all aspects of their work.



Role Profile -

WHAT YOU NEED TO BE SUCCESSFUL..... THE ESSENTIALS

THE KNOWLEDGE	THE QUALIFICATIONS
<ul style="list-style-type: none"> A range of IT packages (including all Microsoft Office applications) & online platforms. 	<ul style="list-style-type: none"> Degree level qualification in a relevant discipline
THE EXPERIENCE	SKILLS AND ABILITIES
<ul style="list-style-type: none"> Co-ordination and delivery of sports events and competitions Working successfully as part of a team to achieve targets Working with schools and young people Leading & coordinating a group of people Working effectively on a range of projects at one time 	<ul style="list-style-type: none"> Organisational Interpersonal and independence/team work Communication (written and oral) Reliable, dedicated & hard working Positive, enthusiastic and proactive Time management Creative and problem solving Reflective and willing to self-improve
OTHER REQUIREMENTS	
<ul style="list-style-type: none"> Current driving licence and access to a car or means to mobility support The ability to work early mornings/evenings/weekends as the role requires 	



OUR COMPETENCIES... *HOW WE WANT YOU TO BE*

CUSTOMER FOCUSSED

Puts the customer first and provides excellent service to both internal and external customers

GREAT AT COMMUNICATION

Uses appropriate methods to express information in a clear and concise way to make sure people understand

TEAM PLAYER

Works with others to achieve results and develop good working relationships

MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

FLEXIBLE

Adapts to change and works effectively in a variety of situations

LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

