



## JOB DESCRIPTION

<b>JOB TITLE</b>	COMMUNITY SPORTS & LETTINGS MANAGER
<b>GRADE</b>	Grade 6 - SCP 27 £24,174 37 hours per week, 52 weeks per year
E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.	
<b>PURPOSE OF JOB</b>	
To manage all community sports facilities and academy lettings, driving sustainable community links and using creativity and innovation to maximise academy income.	
<b>Line managed by: Regional Business Manager</b>	
<b>Line managing: Possible zero hours contract management</b>	
<b>KEY RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>Managing all community sports facilities and academy lettings ensuring that enough income is generated to cover all costs and break even.</li></ul>	
<b>ROLES AND RESPONSIBILITIES</b>	
<ul style="list-style-type: none"><li>Ensure that enough income is generated to cover all costs, including salaries, and break even.</li><li>Managing all community sports facilities and academy lettings. These include 3G pitch, Football pitch, Sports hall, activity studio, classrooms and any other space within the academy available. Be familiar with such facilities.</li><li>Developing a sustainable booking system for the facilities. Strong ICT skills and administration skills are therefore required</li><li>Promoting usage within the community and developing this area through community work.</li><li>Evaluating staffing needs and presenting a sustainable staffing plans and business cases to support.</li><li>Ability to work flexible hours including late evenings (up to 10pm) at short notice, weekends and academy holidays such as Easter and half term.</li><li>Work collaboratively with local sports providers including the universities and local authority.</li><li>Experience of multi-agency working an advantage.</li><li>Delivering the brand vision &amp; positioning on all materials produced, including brand alignment strategies.</li><li>Contributing and supporting the Headteacher, Finance &amp; Regional Business</li></ul>	

## Manager

- Establishing and managing annual budgeting. Ensuring monthly cost centre reports, quarterly forecasts and budget planning are provided.
- Providing relevant desk research to enable effective and creative income opportunities.
- Working within brand platforms in conjunction with the Regional Team, Academy Directors and Senior Leaders and E-ACT and Academy brands where required.
- Working within brand platforms for Academy educational and non-educational sub-brands
- Establishing verbal and written contact with the Headteacher, Regional Business Manager and other Senior Leadership Colleagues
- To deliver work on brand, on time and on budget

## ADDITIONAL DUTIES

- To undertake any other duties appropriate to the grade of the post as requested by the ROD, Regional Business Manager and/or Headteacher

## VARIATION TO JOB DESCRIPTION

Parkwood E-ACT Academy reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.





## OUR VALUES

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

<b>Thinking Big</b>	<ul style="list-style-type: none"><li>• Show energy, enthusiasm and passion for what you do</li><li>• Demand the highest quality in all that you do, and in the work of your team</li><li>• Willing to champion new ideas and think beyond the status quo</li><li>• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better</li><li>• Be open to new ideas and change where it will have a positive impact on the organisation</li><li>• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT</li><li>• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work</li><li>• Commitment to self-development, and developing your wider Team</li><li>• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further</li><li>• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence</li></ul>
<b>Doing the Right Thing</b>	<ul style="list-style-type: none"><li>• Have integrity and honesty in all that you do</li><li>• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work</li><li>• Take responsibility and ownership for your area of work</li><li>• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils</li><li>• Be transparent and open</li><li>• Be resilient and trustworthy</li><li>• Stand firm and stay true to our mission</li></ul>
<b>Showing Team Spirit</b>	<ul style="list-style-type: none"><li>• Understand how you can have a greater impact as a team than you can as an individual</li><li>• Understand how you are part of your immediate team but also a much wider</li></ul>

organisational team, in working towards our mission

- **Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level**
- **Recognise and celebrate the success and achievements, no matter how small, of your colleagues**
- **Be generous with sharing your knowledge to help to develop others**
- **Understand and be willing to receive suggestions and input on your area of work from others**
- **Support your colleagues, even when this means staying a little later, or re-prioritising some of your work**
- **Be aware of other peoples' needs and show an ability to offer genuine support**
- **Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams**

