

JOB REF NO: 6474

JOB DESCRIPTION AND PERSON SPECIFICATION

A. POSITION DETAILS

TITLE OF POST:	College Sports Maker
RESPONSIBLE TO:	Student Engagement Manager
GRADE:	Business Support
SALARY:	From £26,404 up to £27,199 (Inclusive of London Weighting)
CLOSING DATE:	Thursday 22 nd June 2017 (Midnight)

B. PURPOSE OF THE JOB

- To work as a member of the student engagement team to develop and promote sports and physical activities to students across City and Islington College and the local community.

C. MAIN DUTIES AND RESPONSIBILITIES

1. To increase student engagement in regular sports opportunities and activities that meet the needs of students; particularly hard to reach and underrepresented groups.
2. To consult with and engage students in the design of sports activities and programs to meet their needs – particularly hard to reach groups.
3. To lead on the development and co-ordination of extra-curricular cross college sporting campaigns and initiatives including; volunteering and mentoring through external partnerships and the development of sports coaching education.
4. To work with centres / centre teams to deliver and support sporting activities and events.
5. To establish effective partnerships with external agencies and providers, local and national, to develop the range of provision and opportunities available to students.
6. To co-ordinate opportunities, disseminate information and ensure that appropriate policies & procedures are in place.

7. To share good practice with other College Sport Makers, locally and nationally.
8. To monitor sporting activities, and evaluate the impact on students, through the use of qualitative & quantitative data.
9. To manage budgets and monitor finances to ensure the effective use of resources.

OTHER DUTIES

- To undertake other such duties commensurate with the grade of this post, as may be reasonably requested by the Principal.

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Important:

- When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.
- Please download a copy of our **Business Support Competency Framework** from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.
- Essential criteria are those without which an appointee would be unable to adequately perform the job; Desirable criteria are those that may enable the candidate to perform better or require a shorter familiarisation period. Please only apply for roles if you meet the essential criteria.



Qualifications and Experience

1. Educated to degree level or equivalent and experience of working with young people and/or adults in an ethnically and socially diverse education setting
2. Experience of project management and organising events/activities for young people and/or adults
3. Experience of working with external organisations to develop effective partnerships and deliver projects
4. Experience of successful fundraising / bid writing

Knowledge and Understanding

1. An understanding of the needs of learners in an ethnically and socially diverse education setting and how the role can contribute to learner success.
2. An understanding of health and safety requirements and safeguarding considerations when organising activities and events and working with young people and vulnerable adults.
3. A proven commitment to equality and diversity, an understanding of the agenda and its implications for the role.
4. Knowledge and understanding of curriculum, tutorial and enrichment delivery

Skills and Abilities

1. Solutions focused approach (analytical, reflective and innovative) to quality assurance and improvement.
2. Strong communication skills: written, oral, listening, IT, presentation.
3. Strong organisation and management skills: self and others.
4. Appropriate IT, financial and budget management skills.
5. The ability to collect and use qualitative & quantitative data to monitor and evaluate impact and identify priorities for action.

Personal Attributes

6. Drive, enthusiasm and flexibility.



This post is subject to an enhanced Disclosure and Barring Service (**DBS**) disclosure



The WKCIC Group is the operating name of Westminster Kingsway College and City and Islington College.