**The Oldham Academy North**

**Community Sports Coordinator x 1**

**(Casual Contract to commence with immediate effect)**

**Casual (£7.78 p/h)**

The Oldham Academy North are seeking to appoint one Community Sports Coordinator for its successful Community Sports Centre.

The successful applicant should be able work evenings until 10pm and at weekends on a casual basis – usually two shifts per week.

The successful applicant must liaise with the Community Sports Centre Manager and all other Sports Centre staff to ensure that standards of the facility are maintained to the highest level.

**Main Roles and responsibilities will include:**

1. Maintaining cleanliness of all areas of the Sports Centre including the 3G pitch, MUGA, grass pitch, dance studio, sports hall, activity hall and changing rooms
2. Coordinating and taking Community Sports Centre bookings and preparing for sessions ensuring that the correct equipment is safe and available for use
3. Be comfortable in running in-house sessions such as birthday parties/multi sports sessions and walking football – training will be provided
4. The use of basic booking software, word and excel in addition to dealing with the public
5. Promoting and developing Sports Centre usage within the community
6. Ability and willingness to work flexible hours including late evenings (up to 10.00pm) at short notice and weekends
7. Work collaboratively with Sports Centre Supervisors, Community Sports Facilities Manager and local sports providers
8. Advocate at all times The Oldham Academy North’s culture and ethos along with the terms and conditions of The Oldham Academy North Sports Centre

**Please note: This role is on a casual hourly basis and does not have a set amount of hours.**

**Personal Attributes**

* Excellent communication skills, both verbal and written
* Punctual
* Consent to enhanced DBS clearance
* Ability to work as part of a team
* Ability to liaise with senior members of the team
* Well organised and flexible
* Up to date knowledge of sporting activities, facilities and provision
* First aid trained (desirable)
* Must wear Academy branded uniform and ID badge at all times

**Community Sport Facilities Opening Times**

Monday to Friday: 4.15pm – 10.00pm

Saturday: 8.00am – 6.00pm (split shifts)

Sunday: 10.00am – 4.00pm