**Job Description: Bilborough Xtra Sport and Recreation Coordinator**

**Post Description**

* 1. **Type of Post Support Staff**
  2. **Grade** **3**
  3. **Faculty** **Bilborough Xtra**
  4. **Line Manager Head of Bilborough Xrta**
  5. **Post Holder**
  6. **Issue Date** **Sept 2021**

**Job Purpose**

The College Sport and Rec Coordinator will be responsible for the planning, organisation and publicising of events related to the sport and rec programme working primarily with the Head of Bilborough Xtra and other key members of staff. Also have oversight of the day to day running of the sports budget under supervision of head of Bilborough Xtra

The information given within the Job Description is intended to provide the postholder, and college managers, with an understanding and appreciation of the workload of this particular post and its role within Bilborough College.

The Job Description outlines the main duties and responsibilities under broad headings. It is not intended to specify every job activity or item in detail.

All college employees are expected to work flexibly to ensure that the responsibilities of their post are fulfilled efficiently and effectively according to the needs of the college and its students.

**Main Duties and Responsibilities**

1. Working with the Head of Bilborough Xtra, the events co-ordinator and other relevant staff to help plan, organise and promote sport and rec events. This includes:
   1. Under the direct supervision of the Head of Bilborough Xtra, the planning and administration of the sport and rec programme, supporting annual charity events and national sporting initiatives to increase participation in sport.
   2. In conjunction with the Head of Bilborough Xtra, co-ordinate the timetabling, booking and organisation of regular sports fixtures for all team sports.
   3. Organise entry for students to annual sporting events including National Championships.
   4. Liaise with external coaches regarding team selection, fixtures, student availability etc. and match officials and arrange hospitality as appropriate.
   5. Oversight of transport arrangements for all sporting activities, placing orders as appropriate.
   6. Accompanying students to sports events by minibus (Driving the Minibus).
   7. Assist with the administrative duties for the sport and rec side of the enrichment programme including registers etc.
   8. Administration of relevant Health and Safety paperwork, including risk assessments.
   9. Provide the events co-coordinator with details of planned sports enrichment to enable advertising of the enrichment programme via the weekly bulleting, social media and the 6Xtra app.
   10. Regularly update sport and rec social media with new enrichment activities and results from matches.
   11. Maintaining display boards and redesigning where necessary.
   12. Organise annual awards evening to celebrate achievements in sport.

**Technician Duties (including support of the curriculum):**

* + - 1. General stocktaking of sports equipment / materials (including checking and replenishing first aid resources), making the appropriate recommendations to keep stocks at the required level. Placing orders for new or replacement equipment.
      2. Maintaining and arranging the repair of apparatus and equipment as required.
      3. Responsibility for the cleaning and safe storage of sports equipment, ensuring effective use of space.
      4. Working with the staff teaching BTEC Sport and A level PE to support the practical elements of their courses.
      5. Booking of lockers to sport and rec students and taking of deposits.
      6. Working with the staff teaching BTEC Sport and A level P.E to maintain a high stand of behaviour in the sports centre and the study area is used appropriately. This includes the booking out of laptops and other equipment.

**Promotion**

1. Working with the Head of Bilborough Xtra to ensure that sport and recreational activities are promoted to all students within college and increase participation.

**General Duties and Personal Responsibilities**

1. All members of staff have a responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for, or come into contact with. The postholder will have unsupervised contact with students on a daily basis. The postholder will not be authorised to use physical intervention techniques unless specifically identified and authorised by the Principal under the Physical Intervention Code of Practice. Such authorisation may be on a permanent or long term basis relative to the nature of the person’s job, or short term for a specific event, e.g. a college trip. The people concerned will be explicitly informed of the authorisation, to ensure they are aware of and properly understand what the authorisation entails. Training or guidance from a senior member of the teaching staff may be arranged if appropriate.
2. To act in accordance with provisions of the College Staff Code of Conduct.
3. To abide by the College Data Protection Policy.
4. To use information technology systems as required, in compliance with the College IT Policy.
5. To carry out the responsibilities of the post with due regard to all or any of the College equality and diversity policies.
6. To operate in accordance with Health and Safety Legislation, which specifies that all employees have a duty to work safely and not to put others at risk.
7. a. To be responsible for own self-development on a continuous basis, including undertaking/participating in training as appropriate.

b. To be responsible for the professional review / appraisal, and training and development of staff under your line management.

1. To comply with and follow all other college policies and procedures in force (available on the college intranet) and also with the conditions of service stipulated within the contract of employment.
2. To contribute to divisional, section wide and whole college activities and arrangements as appropriate and as directed by the line manager
3. To undertake such other duties as the college management shall deem appropriate for the level of responsibility involved.

##### Terms and Conditions – as detailed in the contract of employment

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|  | | Assessed at:  Shortlisting (S) Interview (I)  Both (SI) | Weighting to show relative importance:  Low (1)  Medium (2)  High (3) |
| **Co-ordinator (PE, Sport & Recreation)** | |
| **A. SKILLS AND ABILITIES** | | | |
| **Essential:** | Excellent communication skills | I | 3 |
| Good telephone manner | I | 3 |
| Confidence in addressing groups | I | 3 |
| Ability to liaise with staff, students, the public and external agencies at all levels | I | 3 |
| Excellent organisation skills | I | 3 |
| Time management skills, including the ability to prioritise under pressure | I | 3 |
| Confident in the use of IT Systems (Word, Excel, Outlook etc.) with good word processing and data entry skills | SI | 3 |
| Ability to keep accurate records, e.g. stock, expenditure | SI | 3 |
| Valid, full driving licence | S | 3 |
| Willingness to take minibus driving test (if not already passed) | SI | 3 |
| Numeracy/literacy skills | SI | 3 |
| Initiative and vitality | I | 3 |
| **Desirable**: | Ability to work independently and as part of a team | I | 3 |
| Minibus experience highly desirable | SI | 3 |
| B. EXPERIENCE AND KNOWLEDGE | | | |
| **Essential:** | Local knowledge (East Midlands area) | SI | 2 |
| Administrative skills and experience | SI | 3 |
| Experience within a sporting environment | SI | 3 |
| **Desirable**: | Experience of transport co-ordination | SI | 2 |
| Health & Safety awareness | I | 3 |
| C. LEVEL OF QUALIFICATION | | | |
| **Essential:** | Level 3 qualification (or equivalent) in Sport related subject | S | 3 |
| GCSE (or equivalent) English and Mathematics passes | S | 3 |
| **Desirable** | Level 4 or above in Sports Admin/Business | S | 2 |
| D. PERSONAL ATTRIBUTES | | | |
| **Essential:** | Flexibility | I | 3 |
| Enthusiasm | I | 3 |
| Professionalism and diplomacy, with attention to detail | I | 3 |
| Approachability and patience | I | 3 |
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**NOTE -** if the applicant is short listed any relevant issues arising from his/her references will be taken up at interview (if, at the time of the interview, references are not available, e.g. due to late receipt or not yet taken in accordance with the applicant’s request, any issues relating to references will be raised with the applicant at a later date as appropriate but prior to appointment).