**Job description**

**Post Title:** **Sports Games Organiser**

**Responsible to:** **Vice Principal**

**Grade: Band F**

**Job purpose**

To drive participation, competition and progression for young people in sport through the successful delivery of school games.

**Key areas of responsibility**

To work strategically to fulfil the following responsibilities

1. Drive participation in School Games
2. Develop competitive opportunities
3. Increase and sustain participation in club and community sport
4. Broaden the range of participation through workforce development
5. Establishing key performance indicators

**Duties and responsibilities**

1. Drive participation in School Games

* Increasing the number of schools participating in School Games
* Ensuring the development of a cultural component in levels 1-3 of the School Games
* Promote ways in which the School Games and competitive sport can contribute to school priorities and support the aspirations and achievements of young people in local schools

1. Develop competitive opportunities

* Working with other SGOs and the Local Organising Committee to ensure a structured and progressive competition calendar is published, that meets the needs of all young people across the SGO cluster of schools, and increases the number of competitive sport fixtures
* Ensuring the local competition calendar is aligned to club pathways and competition priority formats as defined by the NGBs
* Ensuring the provision of inclusive and targeted opportunities for young disabled people to access competition through School Games

1. Increase and sustain participation in club and community sport

* Sustaining young peoples’ commitment to an active lifestyle by ensuring all School Games activity at level 1 and level 2 links to a wide range of club and community sport opportunities
* Sustaining, developing and growing the network of Change 4 Life clubs in both primary and secondary schools
* Ensuring the progression of young people from Change 4 Life into the School Games at levels 1-2

1. Broaden the range of participation through workforce development

* Developing the workforce required to activate the School Games at all levels locally:
* Teachers
* Non-teaching staff
* Parents
* Volunteers (working with and through the CSP)
* Young leaders (including young coaches, young officials, and young team managers)
* Providing access to specialist coaches, training and equipment to assist schools (particularly primary/special schools) in delivering a range of lunchtime and after school Programmes

1. Establishing key performance indicators

* Set local targets and report progress against these on a termly basis

**Person Specification: Sports Games Organiser**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | Educated to degree level or equivalent or an ability to show previous work and experience as to working at this level | Further relevant professional development |
| **Relevant experience** | Minimum of 3 years or experience in a sports or education environment  Experience of forming positive relationships with pupils, particularly those who are difficult to manage.  Experience of working constructively as a leader of a team, understanding roles and responsibilities and own position within these.  Experience of working independently, prioritising tasks and acting on own initiative.  Effective use of specialist ICT packages in information management | Experience of delivering projects through multi agency partnership working  Experience working in a rapidly changing environment. |
| **Knowledge** | Full knowledge of sports performance structures and pathways  Good knowledge and understanding of the structure and working of county sports partnerships and school sports partnerships  Full working knowledge of local, regional and national sports organisations  Good knowledge and understanding of the national curriculum for physical education | Good knowledge and understanding of leadership, coaching and volunteering  Good understanding of inclusion opportunities and pathways for disabled young people |
| **Personal skills** | Excellent organisational, planning and evaluative skills  An ability to initiate and develop practices, analyse and use judgement to identify solutions to problems  Self-motivation and personal drive to deliver quality service standards in tasks that are delivered to required timescales  Exceptional communication skills  The ability to inspire and influence both internal and external partners.  Strong and creative team member  Excellent standard of oral and written communication.  Ability to relate well to children and adults  Ability to persuade, motivate, negotiate and influence | Evidence of working strategically with several stakeholders |
| **Additional** | Must be prepared to work at mutually convenient times which may include evenings and weekends  Current full driving licence and access to a vehicle to enable travel around the local area |  |