

## Job Description & Person Specification



**Post:** School Partnership Officer

**Responsible to:** Carlisle United Community Sports Trust Manager

### **Background**

This role has arisen as a result of the development of a partnership between Carlisle United Community Sports Trust and Central Academy. The partnership will also operate alongside our other collaborative partners, Riverside and the Manchester United Foundation.

The partners have come together to undertake a project with the aim of raising the aspirations of the young people of our community. This will be achieved by providing them with a broad range of new opportunities and through the medium of sport.

This full time post is key to the achievement of the above aims and is initially for a fixed term of three years.

Employed by the Carlisle United Community Sports Trust you will typically be based at Central Academy in Carlisle. The role will also require you to work within Primary Schools across the city, at Brunton Park (The home of Carlisle United) and from time to time undertake trips and visits further afield to Manchester and elsewhere.

### **Overall job purpose**

You will need to deliver the key objectives as outlined in schedule 1 of the service level agreement between the partners which accompanies the JD and Person Spec. These can be further defined and negotiated depending on your experience and skills set. These objectives will be met through your work with young people.

The ideal candidate will have experience in a similar role, preferably within a charitable, school or sporting environment. They will be an effective communicator with proven record of developing and mentoring individuals. You will have experience of working in partnerships and demonstrate a passion for innovation, creativity and excellence.

This is an exciting opportunity for you to lead and develop this programme, putting your own thoughts and ideas into it.

### **Key Responsibilities**

#### **Leadership & Strategy**

1. Develop and manage effective working relationships with key stakeholders within the partnership.
2. Facilitate, manage and assist with the strategic planning of events and their delivery. Lead on programme delivery, ensuring that all monitoring and evaluation of them falls in line with schools and funders safeguarding procedures and data requirements.
3. Working with the Community Manager and School, manage the continuous review and evaluation of the SLA objectives ensuring they remain relevant, unique and aligned to the strategic vision of the project.
4. Monitor and evaluate all delivery programmes collecting relevant data, testimonies, case studies and evidence of good practice. Submit regular reports as required.
5. Work within the best practice policy and procedures of the partnership to ensure that all activity falls within the stated safeguarding and Health and Safety guidelines.

## Job Description & Person Specification

2

6. Keep up to date with government strategy and policies on education (5-18yrs) and changes to the national curriculum. Plan and review all delivery from an educational development standpoint.
7. Engage with and mentor students with their development needs through guided practice and participation. Create development plans that will increasingly challenge knowledge, skill, attitude and application.
8. Plan and lead regular progress meetings with mentee's to ensure adherence with their agreed personal development objectives.
9. Create a learning environment that is inspiring, dynamic, challenging and educational through a variety of teaching and coaching techniques.
10. Undertake personal development as and when required.
11. Attend seminars, networking events and exhibitions relevant to the role proactively using the information and learning to influence current activity.

### Management & Operations

12. Work with partners to ensure all required monitoring and evaluation requirements are met.
13. Uphold and promote the relevant safeguarding policies working in conjunction with the safeguarding team.
14. Collect all relevant data, information, evidence of good practice, case studies and maintain registers for the purposes of monitoring and evaluation. This will be in line with national data protection guidelines and policies.
15. Coordinate and facilitate external events to support SLA objectives and in the fostering of a team ethos.
16. Complete risk assessments to ensure a safe & healthy working environment at all times in accordance with relevant policies.
17. Deliver all football / sports tournaments, facilitating this delivery as and when required through the events calendar.
18. Keep up to date with relevant CPD and safeguarding requirements.
19. Carry out any other reasonable duty as may be assigned that is consistent with the purpose of the role and its level of responsibility, including the ability to work flexible hours and travel.

### General Duties & Accountabilities

- To support the project in its aims and objectives.
- To ensure compliance with all relevant policies, including health and safety policies.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times.
- To keep confidential any information gained relating to any partner or individual.
- To maintain a flexible approach to work at all times.
- Promote equal opportunities throughout the project and all programmes.
- Ensuring that all contact with and arrangements for students and other vulnerable individuals is within the appropriate safeguarding protocols.
- Contribute to quality assurance within the delivery of the project.
- Act as a personal tutor / mentor to students; supporting them to achieve their goals and potential.
- Contribute to the excellence of teaching and learning.
- To undertake any other duties as required by the Trust Manager / Principal.
- To promote the work of the partner organisations and ensure positive media image is achieved

### Other Responsibilities

2

## Job Description & Person Specification

3

### **Health and Safety**

The post holder is required to carry out the duties in accordance with the appropriate Health and Safety policies and procedures, paying particular attention to keeping young people and other vulnerable groups safe.

### **Diversity**

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for everyone.

### **Other Duties**

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

3

## Job Description & Person Specification

4

### Person Specification

<b>1. Qualifications and Experience</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• Level 1 sports coaching award or equivalent &amp; relevant support qualifications.</li> <li>• The ability to demonstrate strong and effective maths, English and report writing skills.</li> <li>• Proven ability to engage with a range of stakeholders and external partners in order to achieve strategic and contractual objectives.</li> <li>• Full UK Driving Licence.</li> <li>• Car Owner.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Mini Bus Licence.</li> <li>• Outward bound related qualifications.</li> <li>• Relevant level 2 qualifications.</li> <li>• Teaching qualification (PTTLS, CTTLs, DTTLs, PGCE, Cert Ed).</li> <li>• Educated to degree level standard in related subject.</li> <li>• Valid safeguarding certificate.</li> </ul>
<b>2. Experience</b>	
<b>Essential</b>	<ul style="list-style-type: none"> <li>• A secure knowledge and understanding of how to keep young and vulnerable people safe.</li> <li>• Practical experience of working with children &amp; young people in a recognised teaching or coaching environment.</li> <li>• Experience of working within partnership and multi- agency programmes.</li> <li>• Experience of activity planning.</li> <li>• Knowledge of how to give positive and targeted support to students, some of whom may have special educational needs.</li> <li>• Determination to encourage the highest quality of learning experience for all students.</li> <li>• IT skills to include using Excel, Word, Access and PowerPoint skills.</li> <li>• Experience of writing reports and coordinating a monitoring and evaluation system.</li> <li>• A proven ability to work under pressure to tight deadlines.</li> <li>• Examples of self-motivation and the ability to work on own initiative.</li> <li>• Excellent communication skills including written, telephone and interpersonal skills.</li> <li>• Proven planning and organisational skills.</li> <li>• Excellent attention to detail.</li> <li>• An understanding of the issues faced by young people.</li> <li>• Experience of Health and Safety and/or Welfare and Safeguarding policies and procedures.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• A proven track record of successful project implementation and administration.</li> <li>• A proven track record of working with external partners.</li> <li>• Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students.</li> <li>• Up to date knowledge of the BTEC sport and other associated qualification specifications and the assessment protocols.</li> </ul>

4

## Job Description & Person Specification

5

	<ul style="list-style-type: none"> <li>• Experience of applying and accessing external funding.</li> <li>• Working within a professional football club environment.</li> <li>• Experience of recruiting and working with volunteers.</li> <li>• Experience of social network mechanisms including websites.</li> <li>• Experience of working with commercial partners and securing sponsorship and support for charitable activities.</li> </ul>
<b>3. Personal qualities</b>	
<ul style="list-style-type: none"> <li>• <b>Essential</b></li> </ul>	<ul style="list-style-type: none"> <li>• A charismatic individual who brings life and energy to the project.</li> <li>• Able to present solutions rather than problems.</li> <li>• Ability to establish good and productive working relationships.</li> <li>• Ability to inspire and motivate colleagues and participants.</li> <li>• Be innovative and flexible in your approach to supporting individual students.</li> <li>• Be able to enthuse learners within a wide range of ages and abilities.</li> <li>• Be highly organised and able to manage multiple tasks.</li> <li>• Possess drive and energy – demonstrating enthusiasm.</li> <li>• Be personally committed towards education and learning.</li> <li>• Someone who actively seeks feedback and looks to continuously improve their practice.</li> <li>• An ability to work unsupervised.</li> <li>• An ability to respect confidentiality.</li> </ul>

5