# JOB DESCRIPTION & PERSON SPECIFICATION

**Post:** Carlisle Hub Development 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, Manchester United Foundation, Central Academy and Riverside Housing.

The four 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 9-month period with a view to extending.

Employed by the Carlisle United Community Sports Trust you will be based primarily at Central Academy and will also work within Primary Schools, at Brunton Park (The home of Carlisle United) and in Manchester with the staff of the Manchester United Foundation.

# 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 skill 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 their 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 Hub Coordinator 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 H+S guidelines.
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 mentees to ensure adherence with their

agreed personal development objectives.

1. Create a learning environment that is inspiring, dynamic, challenging and educational through a variety of teaching and coaching techniques.
2. Undertake personal development as and when required.
3. Attend seminars, networking events and exhibitions relevant to the role proactively using the information and learning to influence current activity.

Management & Operations

1. Work with partners to ensure all required monitoring and evaluation requirements are met.
2. Uphold and promote the relevant safeguarding policies working in conjunction with the safeguarding team.
3. 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.
4. Coordinate and facilitate external events to support SLA objectives and in the fostering of a team ethos.
5. Complete risk assessments to ensure a safe & healthy working environment at all times in accordance with relevant policies.
6. Deliver all football / sports tournaments, facilitating this delivery as and when required through the events calendar.
7. Keep up to date with relevant CPD and safeguarding requirements.
8. 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 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.