

JOB DESCRIPTION

Job Title : Sports Development Assistant – School Sport (volunteer placement opportunity)

Service/Section : Leicester-Shire and Rutland Sport

Hours : Up to 37 hours per week – including some evenings and weekends.

Duration : Academic Year (i.e. September – July)

Grade : Voluntary (travel & work related expenses paid)

Base/Location : SportPark, Loughborough University

Responsible To : Sports Development Officer

Liaison With : School Games Organisers, Heads of PE, School Sport Associations, National Governing Bodies of Sport and other related partners

Job Purpose:

- To support the planning and delivery of the following work areas:
 - School Games competition programme
 - Team Leicestershire competition programme
 - School Fixtures website
 - Go Gold talented athlete fund
 - Monitoring & Evaluation of programmes
 - Generic administration & communication

- To support specific projects and programmes being delivered by Leicester-Shire and Rutland Sport operate on time and on budget, including contributing towards key targets/outputs.

MAIN DUTIES AND RESPONSIBILITIES:

1. Support with the planning and delivery of the Level 3 Leicester-Shire & Rutland School Games Competition Programme, including liaison with School Games Organisers and National Governing Bodies of Sport
2. Support with the planning and co-ordination of the Team Leicestershire School Sport Competition Programme, including liaison with Heads of PE and School Sport Associations
3. Assist with the programme management of the LRS Go Gold Talented Athlete scheme, including liaising with NGB Officers, administration support and organisation of celebration evenings.
4. Attend school sport competitions, offering hands-on support, e.g. setting up, registering teams, supporting volunteers / leaders, co-ordinate awards ceremonies and clear down events
5. Support with the gathering and reporting of results, linking in to press releases and social media coverage
6. Support with the management, co-ordination, updating and monitoring of the Team Leicestershire school fixtures website
7. Support with the monitoring and evaluation of school sport competition programmes, including obtaining relevant data and producing reports where appropriate
8. Produce promotional materials for various initiatives organised by Leicester-Shire and Rutland Sport.
9. Undertaking additional generic operational / administrative tasks within school sport programme and communicating information to partners
10. Any other tasks appropriate with the nature of the post that may be assigned by the Sports Development Officer.

PERSON SPECIFICATION

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	<u>Essential</u>	<u>Desirable</u>	<u>How Assessed</u>
<p><u>Experience (paid or voluntary):</u> <u>In one or more of the following areas:</u></p> <ul style="list-style-type: none"> • Sport • Physical Activity • Health • PE • Community Development <p>Able to demonstrate a commitment to the industry</p> <p>Able to demonstrate where they have managed a small project in either a community or education setting</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int</p> <p>App/Int</p>
<p><u>Knowledge of:</u> <u>Policies in one or more of the following areas:</u></p> <ul style="list-style-type: none"> • Sport • Physical Activity • Health 	<p>✓</p>		<p>App/Int</p>
<p><u>Skills in:</u></p> <p>Sound working knowledge of Microsoft office i.e. Word, Excel, PowerPoint, Outlook</p> <p>Is enthusiastic, motivated and has the ability to work as part of a team or individually</p> <p>Can communicate effectively through the use of a range of written and oral skills</p>	<p>✓</p> <p>✓</p> <p>✓</p>		<p>Application</p> <p>Interview</p> <p>App/Int</p>

<p>Is able to provide reports and is able to Monitor and Evaluate a variety of initiatives and projects</p> <p>Has excellent organisational, planning and presentation skills</p> <p>Has good interpersonal skills, with the capability to communicate effectively with professional staff and volunteers</p> <p>Familiar with and able to use a range of social media platforms</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int</p> <p>Interview</p> <p>App/Int</p>
<p><u>Attitude and Temperament:</u></p> <p>Demonstrates professionalism at all times</p> <p>Has the ability to work on own initiative</p> <p>Is adaptable, flexible and able to contribute towards other areas of work as necessary</p> <p>A commitment to undertaking continuing professional development opportunities</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>App/Int</p> <p>App/Int</p> <p>Interview</p> <p>App/Int</p>
<p><u>Other</u></p> <p>To be able to travel around the county, access to and use of a car would be preferable.</p>		<p>✓</p>	<p>App/Int</p>

Factors not already covered

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.

App = Application Form

Int = Interview