

Sports Development Assistant (SET) Job Description and Person Specification

Position: Sports Development Assistant	Department: Education/Community (SET)	Reporting to: Head of Operations
Salary: £23,851.00	Contract: Full Time – fixed term	Hours per week: 37.5 hours

Job purpose:

Your primary role is to inspire and empower young people and adults through sport and education. You'll not only uphold high standards of delivery, compliance and professionalism but also play a pivotal role in fostering the core values that define us as an organisation.

You will be responsible for supporting delivery in a range of school and community settings in Milton Keynes and the surrounding area. Examples of programmes you will be working on include Premier League Primary Stars, Joy of Moving, Kicks, Youth Clubs, Holiday Camps and Football Skill Centres. This will require flexibility across the full week and will consistently involve working evening and weekends.

You will also be required to support the operations of SET-managed community sports facilities and to support match-day operations/fan-engagement (Men and Women) at Stadium MK or alternative venues for mid-week evening games and match days on Saturdays/Sundays.

All activities will require planning, promoting, monitoring, reporting and evaluating the activities that are delivered as well as creating and sustaining relationships with partners and stakeholders.

Role Competencies:

Planning Timescales:

- Complete all administrative processes, session planning methodology, reviews, reporting and other operational requirements on time and to a high quality.
- Keep up to date and accurate records, including registers, maintenance logs and other qualitative and quantitative data, as directed.

Budget Management:

- To understand own accountability and how own actions effect costs within the business.

Decision Making:

- Monitor and evaluate personal performance in relation to delivery across programmes/facilities.
- Promote the activities, the organisation and opportunities to ensure the SET reputation is maintained and enhanced over time.
- Support a culture of excellence and adhere to the principles of our SET core values.

Impact and Influence:

- Act as a role model as you deliver sports and physical activities to children, young people and adults across school and community programmes.
- Ensure compliance with all SET-managed facility procedures and take pride in their appearance.
- Deliver the highest standard of customer care across all activities/settings.
- Ensure governance within all programmes is adhered too.

- Ensure the safety of participants, volunteers and staff are a priority across all settings.
- Undertake every opportunity to promote a positive image of Milton Keynes Dons Sport and Education Trust.
- Ensure objectives are met within specific projects running across programmes.
- Ensure that all groups within the local community are represented within programmes and strive to ensure your delivery meets the EDI standards.
- Deliver relevant reports/articles/content as requested by relevant department leaders.

Skill Level:

- Support high quality coaching/physical activity/education sessions to develop all participants holistically.
- Ensure practical sessions should be in line with Senior Manager expectations and recognize vision and philosophy, and what is suitable for the participants based in the context/setting you are working.
- Support the effective operations of SET-managed facilities and create a warm and welcoming environment for all.
- Support match-day operations for both Men and Women’s matches and support delivery of fan-engagement activities.

Lead and Develop:

- Evaluate participants within your sessions.
- Support the creation and maintenance of links with Schools, Community and Youth organisations, across Milton Keynes and the surrounding area.
- Develop personal knowledge, through continuous professional development, for the benefit of yourself and the organisation.

Communication:

- To support the relationships between SET and all participants and partner organisations/stakeholders.
- To liaise with other SET staff members around best practice, problem-solving and sharing of ideas and opportunities.
- Support the maintenance of links with all customers, partners and stakeholders.
- Use effective communication with other SET staff through daily and weekly sessions, supporting the building and maintenance of a high-performing team.

Operating Parameters:

- To store, maintain and manage any kit and equipment you are responsible for as part of your role.
- To comply with all facility processes and procedures and take pride in their appearance.
- Comply with the company policy requirements for equal opportunities, racial equality, sexual discrimination, and disability.
- To ensure accurate monitoring of records for all activities are maintained.
- To be responsible for reporting all safeguarding issues when notified via the correct mechanisms.
- To perform other duties as required which are considered relevant to the post and to the objectives of the Milton Keynes Dons Sport and Education Trust.

Essential and Desirable Job Criteria:

- FA Safeguarding Children Course (E)
- Level 2 Apprenticeship Standard e.g. Community Activator Coach (D)
- Any Level 2 Sports Coaching Qualification, inc. Multi-Sport/Multi-Skills/PSS (E)
- Willing to work towards Youth Work qualification (E)
- First Aid qualification (E)
- Highly motivated, reliable, and proactive with a good understanding of sport/leisure practices (E)

- Experience in coaching sport/physical activity in a variety of settings working with a variety of ages and abilities. (E)
- Experience of facility operations (D)
- Experience of supporting events (D)
- Excellent communication skills with an ability to liaise with participants, partners and stakeholder in a personable and professional manner. (E)
- Flexible approach to work, in order to dedicate time to the club as the schedule determines. (E)
- Have the drive and enthusiasm to set high standards. (E)
- Highest standards of professional and personal conduct, especially confidentiality. (E)
- Full clean driving license (E)
- Attending relevant CPD (D)
- Knowledge and understanding of working with young people across a range of settings (E)
- Ability to work in a team environment (E)

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

Equality and Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total:

Level