

# Health, Inclusion and Education Football and Multi-Sports Delivery Officer

## Job Description and Person Specification

### Position Details

<b>Position:</b> Health, Inclusion and Education (HIE)Football and Multi-Sports Delivery Officer	<b>Department:</b> Health, Inclusion and Education (HIE)	<b>Reporting to:</b> HIE Manager
<b>Salary:</b> £20,566-Grade 4	<b>Contract:</b> Permanent	<b>Hours per week:</b> 37.5hrs
<b>Overall Objective:</b> To establish and develop sustainable opportunities for the SET within the local and surrounding area based on local need, as well developing the SET's brand further afield.		

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<p><b><u>Main Objectives</u></b></p> <ul style="list-style-type: none"> <li>• To work with the HIE manager and the rest of the HIE team to develop wider geographic delivery opportunities.</li> <li>• To deliver sports coaching sessions to our existing participants and to identify activities, venues, competitions and other events as appropriate.</li> </ul> <p><b><u>Summary of Duties</u></b></p> <ul style="list-style-type: none"> <li>• To deliver curriculum time sessions and extracurricular activity to all ages and abilities in Milton Keynes and the surrounding areas.</li> <li>• To coach the SET's disability teams and attend events such as the BOBI league fixtures.</li> <li>• To attend Community events to raise the profile of the Sport &amp; Education Trust</li> <li>• To carry out administrative duties as necessary e.g. maintain accurate attendance registers; carry out risk assessments, monitor &amp; evaluate assessment of coaching sessions, team meetings, reports and order kit/equipment for the HIE Department.</li> <li>• To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.</li> <li>• To undertake every opportunity to promote a positive image of Milton Keynes Dons Sport and Education Trust</li> <li>• To positively promote the Trust's Equal Opportunities policy and core values in all</li> </ul>	<p><b><u>Essential</u></b></p> <p><b>The successful candidate will be required to complete an enhanced DBS check.</b></p> <ul style="list-style-type: none"> <li>• FA Level 2 Certificate in Football Coaching (or working towards)</li> <li>• FA Licensed</li> <li>• A recognised First Aid Qualification</li> <li>• Knowledge and understanding of child protection and safeguarding</li> <li>• Working towards in 1st4sport Level 3 Certificate in the delivery of Physical Education and School Sport</li> <li>• Willingness to work evenings, weekends and training events when required</li> <li>• Own transport essential</li> <li>• An ability to keep and maintain records.</li> <li>• Good communication skills, both verbal and written</li> <li>• An ability to demonstrate good administrative skills</li> <li>• Ability to work to deadlines</li> <li>• Ability to set and work towards achieving targets</li> <li>• Ability to develop and implement high quality, varied and creative coaching</li> <li>• Good team worker and Self-motivated.</li> <li>• Ability to co-ordinate workload.</li> <li>• Ability to develop good working relationships with Staff and partners</li> </ul> <p><b><u>Desirable</u></b></p> <ul style="list-style-type: none"> <li>• Ability to work in a team environment</li> <li>• Experience of mentoring community coaches</li> <li>• Experience with spreadsheets and databases</li> <li>• FA Youth Award Modules</li> <li>• Any other relevant NGB qualification or Sport or Leisure qualification.</li> </ul>

<p>aspects of the post's responsibilities and duties.</p> <ul style="list-style-type: none"> <li>• To ensure that the safety of participants, volunteers and staff is always prioritised</li> <li>• 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.</li> <li>• Responsibility for monitoring and evaluating practice</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of teaching in a community, mainstream or alternative education setting</li> <li>• Experience of project management or Events coordination</li> <li>• Experience of leading and managing staff</li> <li>• Experience of understanding and working towards a business plan</li> <li>• Able to deal with sensitive and challenging circumstances</li> <li>• A demonstrable record of implementing Equal Opportunity policies and activities.</li> <li>• A relevant Education, Sport or Leisure qualification at Level 4</li> </ul>
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**Behavioural Indicators**

Entry

- Functional Skills – Leading Edge Thinking
- Functional Skills – Process Management
- Functional Skills - Functional Skills
- Functional Skills – Communication
- Delivery at Pace – Drive for Results
- Delivery at Pace - Challenging the Status Quo
- People Skills – Impact & Influence
- People Skills – Leading A Team
- People Skills - Leading Change
- People Skills – Developing Others
- People Skills – Skillful Conversations
- Thinking – Understanding the Organisation
- Thinking – Big Picture Thinking
- Thinking – Analytical Thinking

Skilled

- Personal Attributes – Respect for others
- Personal Attributes - Confidence & Commitment
- Personal Attributes - Integrity & Trust
- Personal Attributes – Self Development
- Personal Attributes – Resilience
- Delivery at Pace – Passion for Customers
- Delivery at Pace – Plan & Prioritise

Reference: C0501

Closing date: 1<sup>st</sup> July 2019