

Job Description

Premier League Manager

Position: Premier League Manager	Department: Community	Reporting to: Head of Community Engagement
Salary: £25,000	Contract: 1 year fixed term	Hours per week: 37.5 (5 days out of 7)

Job purpose: As the Premier League Manager you will be responsible for the management and delivery programme for Premier League Stars and Premier League Kicks. You will act regionally as the key interface with the Premier League Community Foundation.

Main Objectives: To manage all areas of the PL programmes, developing the Premier League Stars programme within primary schools and the Premier League Kicks out of school provision for young people.

Support the Schools Officer in the delivery and programming of other education sessions.

Recruit and manage coaching team for deliver in schools, provide quality assurance and oversee safeguarding of teams work.

Maintain all records in line with PLCF reporting

Premier League Stars-

- Promote the programme to primary schools and achieve the required sign ups o meet the KPI's as set out in the funding programme and within budget
- Programme school sessions and coaches; liaison with teachers and TA's.
- Ensure that all sessions meet the required KPI's and quality of delivery, by regular assessment of the sessions.
- Ensure all coaches produce high quality session plans and complete required evaluations for PL & SET reporting
- Run CPD sessions for teachers and TA's and SET coaches
- Collate case studies and photographic evidence for reporting to PCLF and the SET Board
- To liaise with the Community Officer on the delivery of social action projects and wrap around sessions (mental health, healthy living, communication skills)

Premier League Kicks

- Promote the programme to key stakeholders
- Develop new areas of delivery and new sports offers for communities of Milton Keynes
- Coordinate coaches for sessions
- Ensure that all sessions meet the required KPI's and quality of delivery, by regular assessment of the sessions
- Collate case studies and photographic evidence for reporting to PCLF and the SET Board
- To liaise with the Community Officer on the delivery of social action projects and wrap around sessions (mental health, healthy living, communication skills)
- Ensure representation at PL Competitions and follow all SET guidelines for visits and off-site delivery.

Other

- To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement
- To positively promote SET Equal Opportunities policy and core values in all aspects of the post's responsibilities and duties

- To ensure that the SET Safeguarding Policy is adhered to at all times. Ensuring the safety of participants and volunteers, report any issues using the MY Concern Platform.
- To carry out regular Quality Assessments of coach sessions
- Deliver CPD sessions for coaches and highlight training opportunities for their development
- Perform other duties as required which are considered relevant to the post and to the objectives of MK Dons SET

Summary of Duties

Contribute to fundraising/income generation for SET, as required from time to time, to support and sustain the work of the organisation; and,

Deliver PLCF Programmes in schools and the community

To work occasional match days, evenings, and weekends as required.

To demonstrate skills in, and understanding of, a variety of teaching and learning strategies to engage young people

To impart knowledge skills and understanding to participants and coaches following planned schemes of work that deliver the Course Specification

To actively and demonstrably support and promote literacy, numeracy, ICT, careers and Key Skills via their curriculum areas

To keep up to date with current thinking and development by attendance at appropriate courses, reading and other professional development and training

To identify opportunities within the community to extend MK Dons SET community education offer and potential income generation linked to participation

The post holder will be required to undertake any other duties as required by the Head of Community Engagement, and the SET Chief Executive Officer.

The successful candidate will be required to complete an enhanced DBS check

Essential

- Degree in Sports and Physical Education
- Level 2 Coaching in Football
- Level 2 Coaching in one other Sport
- Qualification in Sports Fitness
- Knowledge and understanding of National Curriculum at Key Stage 1 and 2
- Ability to motivate and build rapport with students
- Knowledge and understanding of child protection and safeguarding
- A recognized qualification in First Aid
- An ability to keep and maintain records
- Experience of project management or Events coordination
- Good communication skills, both verbal and written
- An ability to demonstrate good administrative skills
- Project planning skills
- Ability to work to deadlines
- Ability to set and work towards achieving targets
- Ability to develop and implement high quality, varied and creative coaching
- Good team worker and Self-motivated
- Ability to coordinate workload
- Ability to develop good working relationships with Staff and partners
- Willingness to work evenings, weekends and training events when required
- Own transport essential

Desirable

- Experience of internal and standards verification processes

- Ability to work in a team environment
- Experience with spreadsheets and databases
- FA Youth Award Modules
- Understanding of football and education programmes
- Experience of understanding and working towards a business plan
- Able to deal with sensitive and challenging circumstances
- A demonstrable record of implementing Equal Opportunity policies and activities

Role Competencies:

Planning Timescales:

- Coordinate coaches for sessions

Decision Making:

- Recruit and manage coaching team for deliver in schools, provide quality assurance and oversee safeguarding of teams' work.

Impact & Influence:

- Ensure that all sessions meet the required KPI's and quality of delivery, by regular assessment of the sessions.
- Ensure all coaches produce high quality session plans and complete required evaluations for PL & SET reporting
- Promote the Premier Leagues Kicks programme to key stakeholders

Skill Level:

- Ensure that all sessions meet the required KPI's and quality of delivery, by regular assessment of the sessions
- Ensure representation at PL Competitions and follow all SET guidelines for visits and off-site delivery.
- To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement

Communication:

- To liaise with the Community Officer on the delivery of social action projects and wrap around sessions (mental health, healthy living, communication skills)
- To positively promote SET Equal Opportunities policy and core values in all aspects of the post's responsibilities and duties

Budget Management:

- Promote the Premier Leagues Stars programme to primary schools and achieve the required sign ups o meet the KPI's as set out in the funding programme and within budget

Lead & Develop:

- Develop new areas of delivery and new sports offers for communities of Milton Keynes
- To carry out regular Quality Assessments of coach sessions

Operating Parameters:

- To manage all areas of the PL programmes, developing the Premier League Stars programme within primary schools and the Premier League Kicks out of school provision for young people.
- Support the Schools Officer in the delivery and programming of other education sessions.

- Maintain all records in line with PLCF reporting
- Programme school sessions and coaches; liaison with teachers and TA's.
- Run CPD sessions for teachers and TA's and SET coaches
- Collate case studies and photographic evidence for reporting to PCLF and the SET Board
- To ensure that the SET Safeguarding Policy is adhered to at all times. Ensuring the safety of participants and volunteers, report any issues using the MY Concern Platform.
- Perform other duties as required which are considered relevant to the post and to the objectives of MK Dons SET

Competency Total:

Level