

JOB DESCRIPTION

JOB TITLE: School Sports Coordinator

ORGANISATION: King's Lynn Community Football Program

LINE MANAGEMENT: Community Development Officer, King's Lynn Community Football

STRATEGIC MANAGEMENT: A Steering Committee of King's Lynn Community Football, Borough Council of King's Lynn & West Norfolk, the West Norfolk School Sports Partnership and The College of West Anglia.

MAIN PURPOSE OF JOB

Co-ordinate the delivery and growth of programmes throughout schools in West Norfolk and surrounding areas for all age groups on behalf of Kings Lynn Community Football. These programmes increase participation in sport and physical recreation amongst children as a preventative measure to improve health, wellbeing and fitness. Support and assist personal development of coaches, volunteers and other key staff.

KEY AREAS

1. Schools Programme – Manage school contracts and schedule. Identify new schools to develop partnerships and participation
 2. Coach Development – Support development of existing coaches and volunteers through CPD and identify potential new coaches/volunteers.
 3. Supporting growth of other community related projects.
 4. Oversee funding application and associated projects.
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MAIN DUTIES

1. To organise the schools programme across West Norfolk and surrounding areas– ensuring there is good quality in the delivery of coaching sessions. Set-up new sustainable programmes where possible.
2. To manage and review the schools programme offer for KLCF ensuring activities are marketed and promoted.
3. Ensure the schools programme is sufficiently and optimally staffed, including active delivery within own role.
4. Deliver a minimum 20 hours of coaching per week to include school and holiday provision where practicable.
5. To support Community Development Officer in managing the staff working for and on behalf of King's Lynn Community Football.
6. Work with existing coaches to develop their skills through appropriate CPD and internal training.
7. Identify potential new coaches/volunteers and work to develop these coaches/volunteers for potential employment by King's Lynn Community Football.

8. Work with the King's Lynn Community Football Development Officer to quality audit coaches delivery on behalf of KLCF.
9. Ensure training remains current and as mandatory coaching CPD must be fulfilled along with safeguarding and first aid updates.
10. Comply with KLCF safeguarding policy and procedures including meeting legislative requirements for the employment of coaches.
11. To meet targets set for identifying schools and generating new income streams.
12. To ensure that stakeholders receive appropriate credit on all initiatives and publicity material and these relationships are managed appropriately.
13. To ensure attention to health and safety issues at all times comply with KLCF Health and Safety procedures and risk assessments.
14. Work with KLCF to identify potential external funding opportunities, making grant applications and seeing through associated projects.
15. To attend regular committee group meetings where updates are given on review of current programme performance and other relevant topics as requested.
16. To undertake other duties agreed in the post holder's work programme and any other deemed reasonably appropriate by the line manager/steering group in liaison with the post holder.

You will be required to work 37.5 hours per week to include coaching specified above including weekends when needed. Your daily working hours will vary depending on sessions, activities and meetings.