

SECTION	HR
POLICY /PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	14th September 2021
DATE OF REVIEW	N/A

Organisation: Club Doncaster Foundation

Position: Sport Development Officer

Responsible to: Community Development Manager

Responsible for: Participation Programme (Schools)

Starting Salary: £19,000 – £23,999

Contracted hours: 37.5 hours per week

Type of contract: Fixed term, maternity cover (circa 9 months)

Location: Keepmoat Stadium, Stadium Way, Doncaster, DN4 5JW

Closing Date: 5pm, 14th October 2021

Interviews: Week commencing 18th October 2021

Start Date: TBC – November – December 2021

General purpose of the post:

To support the Community Development Manager to develop the schools programme across Doncaster. The role will take a lead on assisting in the development, delivery and organisation of our school provision. This will include the development and delivery of teacher CPD while supporting the line management and development of our coaching and coordination teams.

How to apply:

Send a covering letter stating how you meet the roles and responsibilities, your CV and a completed equal opportunity form to: recruitment@clubdoncasterfoundation.co.uk by 5pm on 14th October.

Important information

The mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Club Doncaster Community Sports & Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Employment will also be subject to two satisfactory written references.

Department:	Community
Job Title:	Sport Development Officer
Salary:	£19,000 - £23,999 (plus staff benefits package)
Contract type:	Fixed term, maternity cover (circa 9 months)
Hours:	37.5 hours per week
Responsible to:	Community Development Manager
Location:	Keepmoat Stadium, Stadium Way, DN4 5JW
Regular working hours:	Foundation office hours are Monday to Friday 9.00am – 5.30pm. With this post there is an expectation to work weekends & unsocial hours as part of an irregular working pattern

Purpose of the post: To support the Participation Development Manager to develop a high-quality participation programme across Doncaster. This will include the development and delivery of CPD while supporting the line management and development of the coaching team.

Key Duties and Responsibilities:

- Develop the school programmes and ensure the reputation of our delivery is held in the highest regard through achieving agreed participation and retention rates.
- Support the development and expansion of relationships and business opportunities with the community department
- Support the Community Development Manager to fully utilise delivery budgets, ensuring highest possible return for investment.
- Take a lead role in the development, delivery and integration of our CPD provision, inclusive of Premier League resources.
- Lead on the coordination and project management of the schools programme including planning, marketing, monitoring and evaluating impact of provision.
- Take the lead role on recording and reporting to Premier League Charitable Foundation and other funders in relation to the schools programme.
- Increase the engagement and impact of our schools programme across all Foundation activities.
- Ensure all delivery is of the highest quality by contributing to and supporting the Quality Assurance process.
- Ensure all standards stated in Service Level agreement are meeting on time and in a cost effective way including the values package.
- Support all administrative and monitoring processes relating to the assigned projects by ensuring all data is recorded accurately on the relevant data management system (views etc.)
- To lead the staff and programme of activities for assigned projects, ensuring all health and safety / safeguarding needs are met and adhered to.
- Carry out administration relevant to the role including registers, reports and retention and achievement data.
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners.
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development and the appraisal processes, undertaking annual appraisals for the coaching team and designated members of staff.
- Promote the brand identity and increase Club Doncaster fan base through community delivery.
- Support the whole of Club Doncaster group to promote the events and the business as a whole, including additional support at Club Doncaster events such as the Big Bank and Festival of Sport weekend.
- Act at all times with utmost good faith to the Club(s) and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, maintain good relationships, and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- Deal with enquiries and general day-to-day liaison with colleagues and partners.
- Carry out general office duties including data recording, sending and receiving emails.
- Active participation on continuing professional development and the appraisal process.
- Promote the brand identity and increase Club Doncaster fan base throughout.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To cover as and when required at other departments within the Club Doncaster Group

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by the Head of Foundation or Executive Director.

Staff competencies:

Putting our clients first

- Demonstrates a thorough understanding of the services across the Foundation and how these relate to and are affected by the needs and objectives of Club Doncaster Foundation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Puts forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listens to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self /Relationships

- Develops open and effective relationships with Executive Director, Department Managers & other colleagues
- Aware of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Shares information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keeps difficulties in perspective and maintains performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster Foundation ensuring actions contribute towards achieving them

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Personal Skills/Characteristics	Essential	Desirable	Method of Assessment (List Code Below)
Experience			
Minimum of 2 years' experience of School Sports coaching to young people of all abilities and experience	X		AF/I AF/I
Overseeing sports projects and / or Sports Development	X		AF/I
Writing development plans and implementing delivery		X	AF/I
Ability to present to key partner groups (facility leads/teachers)	X		AF/I
Sports tournaments/coordination experience	X		
Qualifications and training			
Qualified to FE / HE level (A levels, BTEC, Degree etc) Evidence of formal education detailing a good level of general education.		X	AF/CQ
Hold a Current FA Level 2 qualification (or equivalent)	X		AF/CQ
Hold or be working towards Association for Physical Education (AfPE) Level 3		X	AF/CQ
Hold PTLLS or equivalent tutoring training / teaching qualification		X	AF/CQ
Hold a range of coaching qualifications in various sports		X	AF/CQ
Up to date safeguarding training		X	AF/CQ
Up to date First Aid		X	AF/CQ
Special skills and knowledge			
A strong understanding of school sport and the issues faced by schools	X		AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I
Proven leadership skills, providing staff, volunteers and learners with clear direction to achieve defined standards	X		AF/I
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X		AF/I
Knowledge and existing networks within Doncaster Schools		X	AF/I/R

Personal qualities			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills	X		I
Ability to prioritise and meet deadlines	X		AF/I
A willingness to learn and develop ones abilities	X		I
Confidence in a range of settings	X		I
Personal circumstances			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently	X		I
Physical Requirements			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

- * AF = Application Form
 I Interview
 R Reference
 CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster Community Sports & Education Foundation is an equal opportunities employer.