# Ref Number: 5659

**Position Applied for: FT Sports Engagement Lead** (Temp contract end 31st August 2021)

**Salary: £26,716 - £28,380 p.a**

It is policy for the post holder to be placed at the bottom of the scale, except in exceptional circumstances

**Benefits include:**

**• Generous annual leave entitlement**

**• Staff Development Opportunities**

**• Free use of College gym**

**Closing date: 23/09/2020**

**Interview: 01/10/2020**

**Equality of Opportunity**

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

**Safeguarding of Children and Vulnerable Adults**

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person’s list check.

This post meets the definition of Regulated Activity as prescribed by the Independent Safeguarding Authority.

**College Values**

**A** Ambitious

**S** Success

**P** Professional

**I** Innovative

**R** Respect

**E** Engaging

**Job Description for:** Sports Engagement Lead

**Faculty:** Student Experience

**Reports to:** Sports Development & Delivery Lead

**Type:** Scale 6

**Duration:** 1 Year fixed term in the first instance - (contract end 31st August 2021)

**Responsible:** Sports Engagement/Tackling Activity (Sports England)

**Job Purpose**

You will be required to: -

* Manage the “Fit for Life”, tackling inactivity project and the allocated sports engagement assistant post and ensuring the appropriate levels of monitoring and evaluation as required by Sport England to draw down funding.
* Assist in the development and delivery of a range of sports participation and sports development activities & programmes for students and wider community
* Liaise with other student experience areas to use activities as a tool to improve physical wellbeing, mental wellbeing and individual development as part of wider enrichment programme.
* Assist the Sports Development Lead in promotion and engagement of students to achieve optimal awareness of our programmes throughout the academic year.
* Devise innovative and imaginative methodologies to broaden participation and increase overall engagement in line with Sports England project “Fit for Life” and “Tackling Inactivity”.

**Duties and Responsibilities:**

* Ensure participation in sports of leaners across the college.
* To increase and enhance the engagement of students, staff and local communities in the sports programmes and activities.
* Produce reports reflecting on the overall levels of participation and retention, as well as comparing with best practise in the sector, with view to delivering the best possible service in line with Sport England Project requirements
* Represent the College on the relevant internal and external committees such as sports volunteering, disability sport, Sport England etc
* Working alongside marketing to deliver “Fit for Life”.
* Work with the counselling team on improving learner's mental wellbeing through physical activity.
* Network with other Further Education institutions and local sports development units to share best practise, inform decision making and exploit mutually beneficial partnerships such as competitive events
* Working to establish and build links with clubs and other sports providers in wider community
* To assist in the delivery a range of activities including: -
	+ Activities that form the sports participation & enrichment programme
	+ Mentoring volunteers
	+ Community events
	+ Competitive Team sports
* To make an impact with our marketing and promotion - specifically face-to-face marketing
* To feedback on student's satisfaction within our programmes and activities
* Assist in the dissemination of sports surveys
* Assist in ‘student’focussed initiatives to raise overall awareness across all campuses of the Sports & Fitness Programmes, to increase and enhance the participation and engagement of students within the sports & fitness activities
* Encourage more students to commit voluntary time to engaging with Newham College through volunteering and leadership and impact on employment opportunities
* To implement a more effective communication channel to students and staff focusing on inactive learners.
* Carry out any other duties which may be requested from time to time in keeping with the post holders' skills and experience.

**Other**

* To set the highest possible standards of behaviour at all times, including a caring, positive and helpful approach to all College customers, visitors and enquiries.
* To promote the best image, reputation and interests of the College at all times, and in all circumstances.
* To act at all times in full compliance with any relevant statutory requirements and all College policies, rules and regulations.
* To partake in any duty or other rota as required.
* To carry out such duties consistent with the professional status of his post at the direction of your line manager, a member of the faculty directorate or member of the College Executive.

**Person Specification**

The College is seeking to appoint highly skilled, dynamic, flexible and committed people with the potential to help us realise our mission and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

**CRITERIA**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications**  |
| Educated to Degree Level (or equivalent) | √ |  |
| National Governing Body coaching qualifications at Level 2 |  | √ |
| Sports Leaders UK tutor training  |  | √ |
| First Aid at Work qualification |  | √ |
| **Experience** |
| Experience of delivering physical activity and motivating young people and/or adults in an individual and group based setting | √ |  |
| Experience of developing participation engagement programmes | √ |  |
| Experience promoting the health benefits of exercise | √ |  |
| Experience of working to a budget and of generating supplementary operational income through accessing appropriate funding streams |  | √ |
| Knowledge of administration within a sports environment and experience of general admin and record keeping |  | √ |
| Knowledge and experience of sport in education, and the full range of activities and programmes provided |  | √ |
| Proven experience in organising, collating and reporting key information  | √ |  |
| Excellent interpersonal skills including the ability to communicate with a range of stakeholders using appropriate methods of communication | √ |  |
| Experience of working as part of a team | √ |  |
| Experience of marketing and promotional activities for specific project led work |  | √ |
| Experience of liaison with internal and external partners, including monitoring of work carried out  |  | √ |
| Understanding of accessibility to sport | √ |  |
| **Additional attributes** |
| Passionate about sport & fitness and the benefits of leading an active lifestyle | √ |  |
| Confident when speaking to new people and good persuasion skills | √ |  |
| Knowledge of the local sporting and community environment |  | √ |
| Ability to deliver outcomes to agreed deadlines | √ |  |
| IT skills to complete reporting functions in line with funding body requirements and ensure contract deliverables are met | √ |  |

**Please note:** Prior to confirming an appointment to the college, individuals are asked to complete a medical questionnaire in order that the College’s Medical Health Contractor can ascertain their medical fitness for the post.