

## **JOB DESCRIPTION**

<b>Post title:</b>	Community Development Co-ordinator
<b>Academy:</b>	Excelsior Academy
<b>Reporting to:</b>	Facilities Manager
<b>Salary/Pay range:</b>	£21,000 to 25,000 per annum (depending upon experience)
<b>Hours of work:</b>	37 hours per week, all year round - evenings and weekends

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### **Purpose of Job**

To be responsible and accountable for the co-ordination of the community facilities including budget resources and income generation.

To ensure the overall operation of the community lettings function, including the management of all customers and their guests.

### **Main Duties and Responsibilities**

#### **Community Lettings**

- Taking facility lettings bookings, dealing with enquiries and following up potential leads
- Lead in the management and development of the facilities, maximising usage and therefore, income
- Find potential new business and leads using a variety of tools including social media, meetings, emails, internet searches, local newspapers, local community venues, other centres etc.
- Plan, implement and promote an effective programme of sports, adult education and related activities
- Plan, implement and where appropriate, deliver adult education classes and any other related activities that will help develop the community facilities
- Within the post-holder's capability, provide coaching and advice to customers as required
- Ensure appropriate equipment, facilities and services are available for the implementation of the activity programmes
- Ensure delivery of sporting activities in line with national governing body guidelines and work with local sporting groups to introduce new sports clubs to the local community
- Ensure a high quality of service for all customers including being the first point of contact for customer complaints and seek to resolve these within a reasonable timescale
- To work with the PE Subject Development Leaders to provide pathways to increase and improve the range of sporting activities available to pupils after school hours
- Carrying out day to day administrative tasks i.e. emails, telephone calls, invoicing, information distribution etc.
- Develop a comprehensive community lettings programme
- Assist with facilitating Academy projects and events during lettings periods
- Attending local meetings to increase the awareness of the Academy's community lettings programmes and facility letting opportunities
- Achieving targets and objectives as set by the Academy Business Manager
- Preparing for and attending regular performance meetings
- Being available on-call during all lettings periods to deal with emergency issues or incidents that occur at the academy site

### **Porterage**

- Undertake lifting and movement of equipment (both sport and leisure and exam desks, tables and chairs) as and when required

### **Security**

- Assist facilities team to ensure the academy premises are secure

### **Cleaning**

- Ensure high standards of cleanliness are maintained in sports facility areas of the Academy
- Carry out routine cleaning tasks

### **Finance**

- Manage the control of expenditure and income so maximising the efficiency, effectiveness and economy of the facilities
- Use appropriate IT systems to keep and analyse budget generation information

### **General**

- In all dealings with stakeholders, demonstrate care and courtesy and make visitors feel welcome
- As and when required drive the Academy vehicles, this may include transporting pupils, staff and equipment

### **Health & Safety**

- Ensure that legally required routine maintenance is carried out at the recommended frequency
- Ensure that all tasks and activities are undertaken in accordance with the Academy Health and Safety policy, including the activities of customers and contractors
- Carry out routine inspections to assess and establish any damage to equipment, fixtures and fittings and where possible, carry out minor repairs or report the need for repairs through the relevant procedure
- Assess new equipment prior to purchase to ensure suitability, fitness for purpose and energy impact
- Act as a First-Aid supporter for out-of-hours bookings
- Ensure if required; protective clothing is worn, only approved materials are used and that safe methods of work are adopted in line with Health & Safety requirements
- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Health and Safety Policy
- Provide support in an emergency or evacuation situation, in a calm professional manner and actively provide information to any emergency service, when requested to do so.

### **Other Duties**

- Any other duties as may reasonably be requested by academy management team. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

### **Safeguarding**

- Be aware and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required.