



Job profile

School Sport and Physical Activity Development Assistant

Grade D

Group: Children, Adults and Families

Service: educationGateshead

Location: Whickham School & Sports College (although frequent travel will be required between locations)

Line Manager: School Sport & Physical Activity Development Manager

Car User Status: Casual

Job Purpose

The Gateshead School Sport Partnership (SSP) co-ordinate activities and facilitate collaboration amongst their schools, their clusters and key partners. Our vision is for all school age children and young people in Gateshead to experience and enjoy high quality physical education, physical activity and school sport, building the foundations for a lifelong healthy and active lifestyle.

We are seeking to employ a highly skilled, enthusiastic, personable and motivated individual to join our team. The main purpose of this role will be to support the current SSP team across a variety of key areas. This will include assistance with the organisation, administration and delivery of a variety of sporting projects and events.

The key roles of this post will include:

- To assist with the co-ordination and delivery of the Gateshead SSP Competition & Events Programme, including the School Games initiative.
- To assist with the administration, organisation, communication and delivery relating to all events and competitions organised by the SSP.
- Assist with the development of co-ordinated links to key partners inclusive of local clubs.
- Assist with the development of various sporting/physical activity projects and programmes.
- Support the monitoring and evaluation of all aspects of SSP delivery.
- Undertake a range of administrative duties. To include compilation of letters, emails, databases and spreadsheets etc.



- Support with the upkeep/administration of SSP websites and social media platforms.
- Assistance with the marketing and promotion of the SSP and its calendar of sporting competitions. To include the administration and upkeep of the SSP website (training will be provided) and the production of a variety of promotional material (posters, leaflets etc.).
- Assist with the development and delivery of a range of health and wellbeing projects and programmes (inc. healthy eating, emotional health, physical activity etc.).
- To attend a range of meetings with and on behalf of SSP colleagues alongside local partner organisations (e.g. Local Authority Sport Development, National Governing Bodies of Sport, County Sport Partnership, etc.).
- Provide support to the facility lettings staff team as required (may require evening and weekend working on occasion).
- To participate in appropriate staff training days and undertake relevant CPD opportunities that may arise.
- Such other responsibilities allocated which are appropriate to the grade of the post.

Additional Information:

1. Standards of conduct

The SSP expects the highest standards of conduct from its employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

2. Creativity

Staff will be encouraged to develop and lead activities with any particular skills they may have as part of their job role. In addition, staff may have the opportunity to learn new skills.

3. Equal Opportunities

The SSP has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote its policy in their own work.

4. DBS & Safeguarding

Applicants will be required to complete an enhanced Disclosure Barring Service check before starting. Any certificates and qualifications directly related to the post must also be provided.

5. Health & Safety

The SSP is committed to a healthy and safe working environment and expects all of its employees to implement and promote its policy in all aspects of their work.



Knowledge & Qualifications

Essential:

Knowledge of:

- A range of IT packages (including all Microsoft Office applications).

Experience:

- Co-ordination and delivery of sports events and competitions.
- Working successfully as part of a team to achieve targets.
- Working with schools and young people.
- Leading & coordinating a group of people.
- Working effectively on a range of projects at one time.

Qualifications:

- Degree level qualification in a relevant discipline.

Skills & Abilities:

- Organisational.
- Interpersonal and independence/team work.
- Communication (written and oral).
- Reliable, dedicated & hard working.
- Positive, enthusiastic and proactive.
- Time management.
- Creative and problem solving.
- Reflective and willing to self-improve

Other Requirements:

- Current driving licence and access to a car or means to mobility support.
- The ability to work early mornings/evenings/weekends as the role requires.

Desirable:

Knowledge

- How schools link with clubs in a range of sports.
- PE, School Sport and the National Curriculum.
- Local, Regional and National sports development initiatives and programmes
- Health & Wellbeing initiatives, principles and practices relevant to school settings.

Qualifications

- Evidence of continuing professional development.
- Level 2 UKCC Coaching Qualification
- A range of Level 1 Qualifications

Skills & Abilities:

- Ability to influence and negotiate both internally and with external partners.



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences