



<b>Post:</b>	School Sport Officer (1 year fixed term contract, with potential extension to permanent position)
<b>Salary:</b>	£18,000 - £23,000 depending on experience
<b>Working hours:</b>	40 hours per week – flexitime available
<b>Reporting to:</b>	inspire+ Operations Manager
<b>Closing date:</b>	Monday 12 <sup>th</sup> August 4pm
<b>Interview date:</b>	Thursday 15 <sup>th</sup> August

### **School Sport Officer**

inspire+, an established and highly respected sports and education charity, is looking for a competent, determined and passionate individual to join the team.

As a School Sport Officer, you will be responsible for the development of various leadership programmes within our member primary and secondary schools that make up the inspire+ Leadership Pathway. You will ensure each programme is periodically reviewed to ensure they are supporting local, regional and national priorities around physical activity, healthy lifestyles and mental well-being. You will advocate the various leadership roles within schools, providing support in ensuring these programmes are embedded to reach their potential.

You will also be responsible for continuing to develop and embed the Legacy Challenge, a resource designed to inspire young people to be more physically active whilst leading healthier lifestyles. The resource has seen over 100,000 young people engaged since its inception in 2012. Now rebranded via a digital platform as *#HealthyHappyActive*, we are looking for somebody to maximise its success.

You will be an excellent team player committed to supporting colleagues in projects and initiatives ranging from our coveted annual Mini Olympics events to festivals run by local School Games Organisers.

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. If you have a disability and require any reasonable adjustments that will enable you to apply for this position, please let us know.

### **Duties**

- Develop and continue current inspire+ initiatives such as *#HealthyHappyActive* and the Leadership Academy
- Work in partnership with local, regional and national partners to ensure all inspire+ programmes are supporting key priorities around physical activity, healthy lifestyles and mental well-being
- Advocate inspire+ initiatives around the county of Lincolnshire and wider areas to ensure schools engage with programmes
- Promote, manage and distribute programmes in other areas to income generate for the programme
- Work with partners to promote and deliver training to teachers, parents and young people to help them embed the relevant programmes in their school/community
- Facilitate training for Sports Leaders to ensure they are confident, competent and professional in supporting the delivery of sports within their school or in the community
- Facilitate the delivery of the Sports Leaders UK awards to provide Leaders with formal qualifications in sports leadership
- Manage the Young Ambassador Steering Group with termly meetings and engage them in developing various inspire+ initiatives
- Act as the main point of contact for our member secondary schools regarding the Sports Leadership Academy and provide support for the PE departments to facilitate sports leadership within their school

- Support the team with major events and initiatives
- Work in partnership with the local School Games Organiser, facilitating leadership opportunities at local sporting festivals
- Manage Sports Leaders' details and ensure they are kept up to date and in line with the charities GDPR policy
- Support the charity's sports camps through coaching/supervision
- Produce annual reports for each secondary school and meet with heads of PE or SLT to review each year
- Gather feedback and evaluate the impact of the programmes within the schools
- Review and develop programmes to ensure they are meeting key priorities of schools
- Fully adhere to and promote safeguarding policies
- Demonstrate awareness of equal opportunities
- Operate at all times within the stated policies and practices of inspire+

## Person Specification

Attributes	Criteria	Rank
<b>Education / Training</b>	A Degree or equivalent professional qualification at a suitable level for the post	D
	Evidence of continuing professional development in a relevant field	D
	A relevant Level 1 or 2 Sporting qualification	D
	Knowledge of local, regional and national priorities around physical activity, healthy lifestyles and mental well-being	D
<b>Experience</b>	Experience working within a Sports or Educational setting	D
	Experience liaising with a broad variety of professionals	E
	Evidence of recording and interpreting data	D
	Engaging young people in leadership and sporting activities	D
<b>General</b>	Evidence of well-planned and effective delivery of differentiated programmes	D
	Ability to develop and implement ideas / initiatives	D
	High levels of energy and enthusiasm	E
	Strong sense of urgency and dedicated work ethic	E
	Ability to think logically in challenging situations	E
	Ability to work effectively as a part of a team and independently	E
<b>Skills</b>	Ability to manage high volumes of information	E
	Ability to communicate and build strong relationships with both young people and adults	E
	Possess a level of general computer literacy with a range of good IT skills	D
	Strong organisational skills	E
	Ability to demonstrate creative abilities	D
<b>Additional</b>	Flexibility and willingness to take on other responsibilities or duties as deemed necessary, showing a high level of dedication	E
	Highly developed written and verbal communication skills	E
	A passion and knowledge towards the development of young people	E

### Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- Enhanced DBS Clearance
- Two references for current and / or previous employers

### To Apply

Please send a CV and Covering Letter detailing why you feel you are suited to this position. Drawing upon relevant experience and addressing the essential and desirable criteria under the 'person specification' section to [jade.white@inspireplus.org.uk](mailto:jade.white@inspireplus.org.uk)