

Snap Sports Officer

Job Description and Person Specification

Position Details

Position: Snap Sports Officer	Department: Education	Reporting to: Head of Education
Salary: £18402.00pa	Contract: 1 year Fixed until July 2019	Hours per week: 37.5 any 5 from 7 days

Overall Objective: To lead, support & deliver the Snap to It Project across MK & other health & wellbeing related activities as required

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<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> • To be the lead on the Snap to It Project, recording daily/weekly activity across the delivery of the programme, whilst ensuring impact data is up to date. • To identify and support exciting and challenging activities for adults with a range of needs • To seek out new funding streams and projects to sustain the project • To oversee the organisation and delivery of events and activities • To ensure appropriate safeguarding and health and safety procedures are implemented and followed throughout the programme for all activities and necessary records are kept. <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • To book all necessary venues and arrange other resource needs (e.g. residential, transportation, kit) • To oversee the administration within the organisation and delivery of events; including MK DAD event • To ensure appropriate safeguarding and health and safety procedures are implemented and followed throughout the programme for all activities • Working with existing partners and exploiting new partnership opportunities, to ensure successful recruitment and delivery of the programme • To liaise with the community partners to arrange events and activities • 	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Experience of delivering projects relating to sport and low level physical activity; including health & wellbeing • Good communication skills, both verbal and written • An ability to demonstrate good administrative skills • Ability to coordinate workload and manage timescales • Proven planning and organisational skills • Strong levels of personal integrity and a commitment to safeguarding • Experience of working with external partners • A relevant Sport or Leisure Qualification at Level 2/3 • Willing to work unsociable hours if required • Able to work as part of a team <p><u>Desirable</u></p> <ul style="list-style-type: none"> • An understanding of the issues faced by people with disabilities • Experience of working with young people and adults with disabilities in a school/community setting • Experience of Health and Safety and/or Welfare and Safeguarding policies and procedures • Able to manage projects • Example of self-motivation and the ability to work on own initiative • Experience of recruiting and working with volunteers • Able to drive and access to a vehicle <p>This Role Requires an enhanced DBS</p>

Reference: S2I Officer	Closing Date: 20th July 2018 Interview Date: w/b 6th August 2018