

Sport & HWB Coordinator

Job Description and Person Specification

Position Details

| | | |
|--|---|---|
| Position: Sport & HWB Coordinator | Department: Education | Reporting to: Head of Education |
| Salary: £20,000pa | Contract: 1 year Fixed until February 2021 | Hours per week: 37.5 any 5 from 7 days |

Overall Objective: To lead, support & deliver the Sports & Health & Wellbeing offer across MK for a multi-award winning local charity

| Job Description | Person Specification |
|---|---|
| <p><u>Main Objectives</u></p> <ul style="list-style-type: none"> • To be the lead on the, 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 through partnerships • To oversee the organisation and delivery of events and activities; including teaching sessions as part of the education team. • To line manager members of the delivery team as appropriate • 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 events • 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 | <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 • A teaching qualification (PGCE/Cert Ed or equivalent) or committed to achieving introductory qualification in teaching and learning with adults and willing to continue working towards a full qualification • 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 |

| | |
|---|---|
| <ul style="list-style-type: none">• arrange events and activities | <ul style="list-style-type: none">• Able to drive and access to a vehicle <p>This Role Requires an enhanced DBS</p> |
| Reference: Sport & HWB Coordinator | Closing Date: 23 March 2020 Interview Date: week beginning 30 March 2020 |