**Community Sports Coordinator**

**JOB DESCRIPTION**

Parkwood Academy is seeking to appoint a Sports Centre Coordinator for its new Community Sports Centre.

We are looking to appoint someone who can work evenings until 10pm and at weekends on a casual basis.

The successful applicant must report to the Community Sports Centre Manager and liaise with all other Sports Centre staff to ensure that standards of the facility are maintained to the highest level.

**Main Roles and responsibilities will include:**

1. Maintaining cleanliness of all areas of the Sports Centre including the 3G pitch, all weather pitch, grass pitch, dance studio, sports hall, activity hall and changing rooms

2. Coordinating and taking Community Sports Centre bookings and preparing for sessions ensuring that the correct equipment is safe and available for use

3. Be comfortable in running in-house sessions such as birthday parties and walking football – training will be provided

4. The use of basic booking software, word and excel skills in addition to dealing with the public

5. Promoting and developing Sports Centre usage within the community

6. Ability and willingness to work flexible hours including late evenings (up to 10.00pm) at short notice and weekends

7. Work collaboratively with Sports Centre Supervisors, Community Sports Facilities Manager and local sports providers including South Yorkshire Sport.

8. Advocate at all times Parkwood Academy’s culture and ethos along with the terms and conditions of Parkwood Academy’s Sports Centre

Please note: This role is on a casual hourly basis and does not have a set amount of hours.

• Must wear Academy branded uniform and ID badge at all times

**PERSON SPECIFICATION**

Whether you’re a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

* We want everyone to ***think big*** for yourselves and for the world around you;
* We want everyone to ***do the right thing*** in everything you do, even when this means doing something that’s hard, not popular or takes a lot of time;
* We want everyone to show strong ***team spirit***, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

**This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.**

**OUR VALUES**

|  |  |
| --- | --- |
| **Thinking Big** | * Show energy, enthusiasm and passion for what you do * Demand the highest quality in all that you do, and in the work of your team * Willing to champion new ideas and think beyond the status quo * Show an ability to think creatively and ‘outside of the box’ in your area of expertise, continually seeking improvements in what you do to make the organisation better * Be open to new ideas and change where it will have a positive impact on the organisation * Show a willingness to embrace different ideas and ways of thinking to improve E-ACT * Ability to ‘look outside’ – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work * Commitment to self-development, and developing your wider Team * Ability to self-reflect on yourself, your performance, and to think about how this could be improved further * Ability to encourage ideas from others in order to improve the organisation and build your team’s confidence |
| **Doing the Right Thing** | * Have integrity and honesty in all that you do * Make decisions that are based on doing the right thing, even when this means that they’re unpopular or will lead to more work * Take responsibility and ownership for your area of work * Have difficult conversations or deliver difficult messages if that’s what’s required to do the right thing by our pupils * Be transparent and open * Be resilient and trustworthy * Stand firm and stay true to our mission |
| **Showing Team Spirit** | * Understand how you can have a greater impact as a team than you can as an individual * Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission * Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level * Recognise and celebrate the success and achievements, no matter how small, of your colleagues * Be generous with sharing your knowledge to help to develop others * Understand and be willing to receive suggestions and input on your area of work from others * Support your colleagues, even when this means staying a little later, or re-prioritising some of your work * Be aware of other peoples’ needs and show an ability to offer genuine support * Show an awareness and respect for peoples’ differences, and recognise how different characteristics and personal strengths build dynamic and great teams |

**KNOWLEDGE, EXPERIENCE & SKILLS**

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| --- | --- |
| **Requirement** | **Assessed at** |
| **E –** Essential | **A –** Application Stage |
| **D –** Desirable | **I –** Interview Stage |
|  | **P –** During the probationary period |

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|  |  | **E** | **D** | **A** | **I** | **P** |
| **Organisational Fit** | Thinking Big | X |  | X | X | X |
| Doing the Right Thing | X |  | X | X | X |
| Showing Team Spirit | X |  | X | X | X |
| **Knowledge** | GCSEs grade 5-9 or equivalent in Maths and English | X |  | X | X |  |
| First Aid Qualification | X |  | X | X | X |
| Up to date knowledge of sporting activities, facilities and provision | X |  | X | X | X |
| **Experience** | Previous experience of working with the public |  | X | X | X | X |
| Knowledge of the principles of health and safety |  | X | X | X | X |
| Basic cleaning and maintenance work. |  | X | X | X | X |
| Setting up and clearing of sports equipment. |  | X | X | X | X |
| Experience of administrative duties including IT based systems | x |  | x | x | x |
| Experience of sports coaching and working with young people |  |  | x | x | x |
| **Skills** | Ability to work as part of a team and to promote the implementation of Health and Safety, equal opportunities and customer care | x |  | x | x | x |
| Ability to liaise with senior members of the team | x |  | x | x | x |
| Well organised and flexible | x |  | x | x | x |
| Be well organised and methodical in an  approach to duties. | x |  | x | x | x |
| Have a keen interest in sport and recreation. | x |  | x | x | x |
| Be a confident communicator. | x |  | x | x | x |