

Leadership and Activity Coordinator

Salary: £21k per annum

Start date: As soon as possible

Job term: Temporary to end August 2011

Qualifications and Experience required:

- hold at least one NGB coaching qualification to level 2
- have experience of (and preferably qualifications related to) coaching children
- have experience in, or knowledge of, working with sports volunteers
- have knowledge of School Sport Partnerships and the Leadership Academy programme
- have experience of planning, organising, monitoring and evaluating delivery programmes
- experience of working with schools
- Full, clean driving licence

Qualities:

- Self starter
- Excellent Communicator
- Positive role model
- Enthusiastic
- Innovative / Creative
- Well organised

Line managed by: Partnership Development Manager

Location: Warrington

Office base: William Beamont CHS (hot desks at Wolves Foundation and Lymm High School)

Specific Responsibilities:

The **Leadership and Activity Coordinator** will have the following broad responsibilities:

- **Monitor** the community sport volunteering activity of Warrington's 16+ students on the Step into Sport Passport
- **Support students, schools and colleges** to maximise their community volunteering activity and to find suitable community placements with local partners (e.g. ASET, Wolves Foundation)

- **Communicate** regularly and effectively with all (14+) students on the SiS passport (via their schools and colleges) to ensure maximum involvement in the Leadership Academy programmes and placements; develop the WaSSP website to support this
- **Seek out** business and community partners, and voluntary sector groups to be involved with the Leadership Academy programme; further develop the programme
- **Organise** the Borough's Leadership Academy development and training programme for 14-19 year olds, including conferences, stand alone courses and workshops
- Work with the WViSSG (Warrington Volunteers in Sport Steering Group) to **develop protocols** for the mentoring, supporting and safeguarding students on community placements; develop consistency of practice across the Borough
- Work with the WViSSG to **define pathways and develop experiences** which will lead 16-19 sports volunteers onto higher education or careers, in particular developing connectivity with the University of Chester (Padgate)
- Link with county level volunteering and competition programmes and groups to **localise good practice and develop consistency** across the Borough based on commonly agreed principles
- **Develop, organise and run** appropriate and fun competitive experiences for 16-19 year olds across the Borough, making effective use of Volunteers to deliver at these and other competitive events
- **Develop** the SSP website to become a useful tool for those seeking volunteers or community volunteering placements in the town

In terms of delivery, the post holder would be expected to:

- **Assist in delivery** of pre-school, lunch, break and out of hours sports and physical activity sessions (including competitions) in William Beamont High School and its partner primary schools.
- **Coordinate deployment** of a team of sports representatives in the promotion and delivery of pre-school, lunch, break and out of hours sports and physical activity sessions (including competitions) for William Beamont CHS.
- **Coordinate and develop** a sustainable varied menu of activity across William Beamont and its partner primary schools
- **Support and mentor sports leaders** in placements in William Beamont CHS and its partner primary schools, ensuring that they receive appropriate training and development in a variety of roles and that a diverse range of young people are involved
- **Deliver** at least one health improvement programme in the area