

JOB OUTLINE	
JOB TITLE: Active Schools Co-ordinator (Primary)	JET CODE: 4116
SERVICE: Sport, Countryside & Leisure	
DIVISION: Partnerships & Community Services	
REPORTING TO: Senior Active Schools Co-ordinator	
RESPONSIBLE FOR: Day to day supervision and recruitment of a team of coaches and volunteers	
JOB PURPOSE: To work as an effective member of the Active Schools Team to increase the activity levels of children and young people by offering opportunities to participate in sport and provide motivation to adopt active and healthy lifestyles, now and into adulthood.	
MAIN DUTIES: Act as a central contact and key contributor to all extracurricular and community sport and physical activity within the cluster. Co-ordinate and develop extended curricular opportunities for physical activity and sport in the school and the wider community. Ensure more opportunities to participate in sport before school, during lunchtime and after school. Promote inclusion and equity in Active Schools and community sport opportunities with a particular focus on increasing the number of people from target groups participating. Work with local Community Sport Hubs and clubs to provide quality, safe and accessible opportunities using the ABU Accreditation Scheme as a development tool. Work with colleagues to support Community Sport Hubs, organising and facilitating meetings in the absence of community leadership where appropriate. Integrate planning between Active Schools and key partners to maximise resources and improve the physical activity pathway from school to the wider community. Work closely with School senior management team(s) and all relevant departments to ensure the aims and outcomes of Active Schools are delivered. Deliver programmes, for example, Sport Relief, designed to profile sport and motivate children and young people to get involved in high profile sporting events.	

Support the development and delivery of **sportscotland** and East Lothian Active Business Unit led initiatives.

Develop effective pathways between school and sport clubs to support the transition from school to club sport.

Recruit, retain and develop a network of volunteers, coaches, leaders and teachers delivering opportunities in school sport and club sport.

Motivate and inspire children and young people to participate in sport.

Increase the number of young people volunteering as sport leaders and coaches in both school and club sport.

Provide ongoing training opportunities and support for volunteers and coaches to enhance skills and confidence.

Work in partnership with colleagues in Education and Sports Development to provide quality school sport opportunities.

Provide monitoring and evaluation information required by sportscotland and the Active Business Unit.

Source additional funding opportunities to further enhance Active Schools and monitor an Active Schools operational budget.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Education:

- Educated to Degree level in relevant discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience.

Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	Educated to Degree level in relevant discipline and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement. As you are required to travel to manage a workload, you must hold a current driving license and/or have access to a vehicle.	Membership of a relevant professional organisation.
Previous Experience (Paid & Voluntary Work)	Knowledge and understanding of the aims of the Active Schools Network. Demonstrate extensive experience of engaging with children and young people through sport and physical activity in education, sport, health, community, leisure and/or recreation industries. Demonstrate experience in project management. Demonstrate experience in the recruitment, retention and rewarding volunteers.	Experience of the primary and secondary curriculum and working in a school environment. Experience of physical activity planning and knowledge of strategic sports development planning. Knowledge of financial management.
Knowledge/ Skills /Competencies	Effective verbal and written communication skills. Effective organisational and time management skills. Effective Microsoft Office experience. E.g. WORD & Excel.	Experience of supporting pupils experiencing difficulties

Personal Qualities	Ability to work flexibly as part of a team. Ability to work without close supervision, using own initiative. Ability to demonstrate a keen interest in working with children. Ability to engage with and maintain effective working relationships with key partners. Ability to inspire a strong commitment to working towards the concept of Active Schools. Ability to influence and negotiate. Ability to work under pressure and meet deadlines.	
Council Behaviours	We are person centred. We initiate and embrace change. We strive to be the best we can be. We make things happen. We work together.	