

Role Profile

Post Title:	Active Schools Co-ordinator
Grade:	9
Date Created:	19th April 2021

ROLE DEFINITION

To contribute to the delivery of the North Ayrshire Council Single Outcome Agreement by increasing the number of children and young people participating in school and community sport, increasing capacity through the recruitment, retention and development of a network of volunteers, and building strong and sustainable partnerships between schools and community sports clubs.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Increase the quality and range of sport opportunities offered before school, lunchtimes and after the school day.
- Increase participation amongst underrepresented groups including girls and young women as well as children and young people with disabilities.
- Recruit, train and develop a network of volunteers, coaches, leaders and teachers who in turn deliver opportunities in school and community sport.
- Increase the number of young people engaging as volunteer sports leadership and coaches in both school and community settings.
- Manage a network of volunteers
- Maximise the opportunities and pathways into sport.
- Develop effective pathways between school and sport clubs to support the transition from school to club sport.



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- Work in partnership with education and sports development staff to ensure Active Schools opportunities are connected to physical education, school sport and club sport.
- Motivate and inspire school aged children to participate in sport and deliver programmes designed to maximise engagement with the North Ayrshire Legacy Plan, sportscotland Young Ambassadors programme and Fit for Girls.
- Support the development and delivery of sportscotland led initiatives including School Sports Awards Inter-School Competitions and Community Hubs in line with national delivery plans.
- Support the implementation of new initiatives from National Governing Body programmes.
- Work in partnership with KA Leisure, and Education and Communities, to develop an integrated approach across physical education, school sport and sport in the wider community.
- Contribute to the monitoring, reporting and evaluation of the Active Schools Programmes.
- Manage the budget at a cluster level and actively seek external funding to enhance cluster plan delivery.



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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	Degree in a relevant discipline or equivalent OR equivalent experience	Post graduate qualification in a relevant discipline or equivalent	- Application Form - Interview
Experience	- Partnership working across Council departments, the community, and external voluntary agencies - Working with children and young people in the education / sport / leisure sectors - Volunteer management, recruitment, support and training - Community Development approaches and practice - Working with national organisations eg sportscotland - Developing and delivering Action Plans according to identified outcomes, priorities and needs	- Developing and delivering Action Plans according to identified outcomes, priorities and needs. - Managing resources towards an agreed set of outcomes - Evidence based approach to planning - Financial management	- Application Form - References - Interview



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	- Managing resources towards an agreed set of outcomes - Developing and managing community sports clubs initiatives and active schools programmes		
Specialist Knowledge	- Curriculum for Excellence - Planning, monitoring and evaluating within the sport environment - Identify good practice and develop the role of sport in relation to community development	- The Active Schools approach, operation and outcomes. - Local and National strategic sports planning. - Safe guarding vulnerable groups - Value and promote equality and diversity within Active Schools and with wider sporting community	- Application Form - Interview - Pre/Post-Interview Check (if appropriate)
Skills and Abilities	- Prioritise tasks, meet deadlines and work on own initiative - Identify and develop training needs of volunteers, leaders and coaches - Ability to build trust and devolve responsibility and resources to partners/colleagues	Lead and develop programmes and projects from conception to implantation	- Application Form - References - Interview



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	• IT skills • Written and verbal communication skills • Ability to identify good practice and develop the role of sport in relation to community development		
Other	• Ability to work flexibly • Required to join PVG Scheme for this type of regulated work	•	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)

Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



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OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

