



**community
trust**

job application pack

stronger · healthier · more active communities

VISION

Our vision is clear and ambitious:
Stronger, Healthier, More Active
Communities

MISSION

To work with Fleetwood Town Football Club
and our key partners to inspire, empower,
and help individuals and communities to
improve their physical health and
mental wellbeing

VALUES

- Trust- We will always be open , honest, transparent and reliable.
- Commitment- We are steadfast in our dedication to our community, partners, and participants.
- Inclusivity- We will always strive to provide a platform of opportunity for all.
- Teamwork- We will always support each other, and foster lasting two-way relationships.
- Inspiration- We will provide leadership, hope and opportunity through innovation.

Job Vacancy

School Sport Manager

Job Title: School Sport Manager (Premier League Primary Stars Lead)

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX

Salary: £24,000 - £26,500pa - commensurate with experience

Employment Type: Full Time - 37 hours

12 month Fixed Term Contract – continuance pending the extension of funding

Weekdays, Evenings, with the potential to work weekends. (Hours determined by the needs of the service)

Application Method: Please email community@fleetwoodtownfc.com for our application form.

Please note, we do not accept CV's as part of our recruitment.

Closing Date for Applications: 25th April 2022 at 5pm

Overview of Company: Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

Having successfully attained charitable status, the challenge for the Trust is now to reach even more people and increase the role we play in the local community. The Trust offers many diverse activities that aim to provide the people in Wyre and Fylde with the opportunities to participate and enjoy themselves in a fun, friendly environment.



Purpose of Position: To manage and oversee all aspects of School Sport and the Premier League Primary Stars programme.

The aim of the role is to manage and drive forward the quality of PE for Primary School pupils in Wyre. A focus will be placed on the management of staff to ensure the quality of delivery, working in close partnership with key partners, colleagues and stakeholders to ensure the highest quality standards of delivery and innovation.

This is a fantastic opportunity for a candidate looking to demonstrate their capability in staff and project management and to gain valuable experience working with Fleetwood Town Community Trust and our partners.

Key Responsibilities:

- To lead, further develop and deliver all aspects our School Sports Offer with a focus on the Premier League Primary Stars programme, meeting all requisites of the Premier League Community Fund grant conditions.
- Submit annual reports to PLCF
- Negotiate and implement service level agreements with schools for the delivery of PE and School Sport provision.
- To liaise with Schools in regards booking in sessions, plus all other correspondence on School Sport.
- Build positive relationships with Primary Schools across Wyre and Fylde and to develop and maintain strong working relationships between Community Trust coaches and teaching staff at partner schools.
- Management recruitment for the department and ensure robust standards and adherence to policy.
- To ensure that all project delivery and M&E adheres to FTFC Community Trust's Safeguarding policy with high standards of support and ongoing training for project delivery staff in this area.
- Ensure compliance with all quality assurance procedures for the project overall
- To effectively monitor & evaluate the project, ensuring all data is up to date on Substance Views and all targets are achieved.
- Oversee, report and then resolve any issues with the Trust's Operations Manager.
- Complete all internal and external monitoring reports with strict adherence to deadlines.

- Attend training to develop relevant knowledge and skills.
- To liaise and work closely with all schools and key partners including the Premier League.
- Contribute to the national network for the Premier League through the sharing of best practice, attendance at national networking forums and representing the programme at local and national events, as appropriate.
- Conduct necessary performance reviews for reporting staff, using our Performance Management Framework.

Key Responsibilities (continued):

- Promote the work of the Trust through effective communication across all relevant media platforms.
- Co-ordinate a programme of training, education and continued professional development for all School Sport staff.

Skills and Qualifications Required:

Essential:

- Multi Skills Level 2
- NGB Level 2 in any sport
- Experience of managing a team
- Up-to-date Safeguarding and First Aid Qualifications
- Excellent planning, organisational & time-management skills
- Ability to work under own initiative and meet timescales

Desirable:

- Degree in relevant subject
- AFPE Level 3 (or working towards)
- Project management
- Strong communication skills
- Excellent organisational skills
- Experience of observing and mentoring staff.
- Experience of working to a set budget and managing finances

Knowledge and Experience:

Essential:

- Working knowledge of the National Curriculum.
- The successful candidate must have extensive knowledge of delivering inclusive and age appropriate sport sessions.
- Experience of planning PE and school sport lessons and know how to differentiate content to meet the individual needs of pupils.
- Experience of working in and liaising with schools and external agencies.
- Project management experience in a community sports setting.
- Experience of working to a set budget and managing finances.
Experience of working with a diverse team of staff, with particular experience in mentoring and staff development.
- Understanding of safeguarding, health and safety and equality principles, policies and procedures

Desirable:

- The successful candidate should have previous experience of delivering a school sport project.
- Experience of delivering sport specific CPD for coaches and teachers.

General skills and attributes:

Essential:

- Full UK Driving Licence & access to a suitable vehicle for work
- Positive attitude to work & dedication to making a difference
- Competent on IT including all basic office programs
- Managing staff and/or mentoring others.

General Responsibilities:

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole

Health and Safety

To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations

Self-Development

To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary



General Responsibilities (continued):

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment.

To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.



STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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