

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>School Sports Manager</b>
<b>DEPARTMENT:</b>	City in the Community Foundation
<b>REPORTS TO:</b>	<b>Sport Manager</b>
<b>LOCATION:</b>	City@Home
<b>DATE:</b>	March 2017

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### **Job purpose**

To manage and oversee all aspects of 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 Manchester. 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 within an innovative Premier League Community Foundation.

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### **Key responsibilities**

Main responsibilities of the role include:

- To manage the continued implementation and further development of the Premier League Primary Stars programme, meeting all pre-requisites of the Premier League Community Fund grant conditions.
- To develop and maintain strong working relationships between CITC 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 CITC'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.
- Use OneDrive to record all statistics and all supporting Quality Assurance evidence.
- 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 CITC'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.
  - To represent CITC, when required, at internal and external meetings and across internal themes.
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### **General responsibilities**

- Compliance with Club policies
  - Compliance with data protection guidelines
  - To undertake such other duties as may be reasonably expected
  - To maintain professional conduct at all times
  - To adhere to all City Group Safeguarding policies and procedures
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### **Key relationships**

Key relationships include:

- All CITC staff
  - Operations Manager – CITC
  - Manchester Schools network
  - Premier League Community Fund
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### **Person Specification**

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#### **Knowledge**

- 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.
  - Desirable
    - The successful candidate should have previous experience of delivering a school sport project.
    - Experience of delivering sport specific CPD for coaches and teachers.
    - Experience of working within a brand environment and understanding the responsibilities that are associated with a Premier League Football Club
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### **Technical/work-based skills**

- Essential
    - An excellent standard of professional verbal and written language style.
    - Competent on IT including all basic office programs and Microsoft OneDrive.
    - Managing staff and/or mentoring others.
  - Desirable
    - Ability to quality assure sessions and provide appropriate constructive feedback.
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### **General skills and attributes**

- Essential
    - Excellent communicator
    - Respectful and polite
    - Outgoing / socially adept
    - Open minded and adaptable to change
    - Committed, self-motivated and driven.
    - Proactive
    - Reliable and trustworthy
    - Team player
    - Focused and results orientated
    - Customer focused
    - Professional/ high standards
    - Responsible
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### **Experience**

- Essential
    - Experience of managing a diverse staff.
    - Experience of working in and liaising with schools
    - Experience of observing and mentoring staff.
    - Experience of working to a set budget and managing finances
  - Desirable
    - Experience of working within a brand environment and understanding the responsibilities that are associated with a Premier League Football Club.
    - A comprehensive understanding of City in the Community and its' projects.
    - Knowledge of sporting pathways and talent identification.
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## Qualifications

- Essential
  - Educated to degree level
  - AFPE Level 3
  - Full, clean driving license.
- Desirable
  - Multi Skills Level 2
  - FA Level 2 Coaching Football
  - Coaching qualifications in other sports
  - Professional teaching Qualification