

JOB DESCRIPTION

Job Title	School Events Officer	Department	Schools & Coaching
Location	Various (DCCT office and venues across Derby)	Reports to (Role)	PE & Schools Lead

Job Summary and Main Purpose

The School Events Officer will be responsible for developing, delivering and monitoring a high quality school events calendar that incorporates a range of events, sessions, sports and activities for primary and secondary age groups. Providing engaging and inspiring opportunities for children to participate and compete in physical activity within the School Games programme as well as our School Affiliation offer.

Working closely with the PE & Schools Lead, the successful applicant will manage a small team and coordinate delivery staff at school events. Also, working with volunteers and Sports Leaders to develop high quality opportunities for students.

Key Responsibilities

- Responsible for development and delivery of the school events calendar, creating a high-quality school sport offer that meets the needs of affiliated schools and Schools Games outcomes.
- Work with the PE Lead & Schools Lead to manage staffing levels to deliver the School Games programme, as well as coordinating volunteers and Sports Leaders to support delivery.
- Ensure all events and programmes are inclusive for all young people.
- Commit to both Trust and individual CPD programmes to develop personal knowledge/performance.
- Keep up to date and accurate records, including registers and risk assessments.
- Line manage staff including School Sport Activator.
- Collaborate with key partners, such as Primary and Secondary PE Leads to gain insight into local demand/need to develop and shape the programme and improve its impact.
- Lead the collection and analysis of monitoring and evaluation data and insight to shape programme delivery, report to funders, measure impact and ensure that key outcomes are met.
- Communicate clearly with a range of internal and external stakeholders such as teachers and other sports development organisations.
- Continuously work to maintain, embed and improve the Trust's safeguarding provision, ensuring the highest standards for safeguarding children and vulnerable adults.
- Work within the department and on whole trust projects to work towards wider trust outcomes including;
 - Supporting good health and wellbeing
 - Developing more active communities
 - Optimising life chances
 - Building community pride
- To undertake any other duties as may reasonably be required commensurate with the post.

General Responsibilities

- Ensuring continuous compliance with the requirements of relevant Health & Safety and Data Protection legislation. It is the duty of every staff member to take reasonable care of their own and other people’s health, safety, and welfare, and to report to DCCT any situation which poses a serious or imminent threat to the well-being of themselves or of any other person.
- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust’s Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.
- To uphold the Trust’s Equal Opportunities policies & practices, positively promoting equality of opportunity.

Person Specification

	Essential	Desirable
Qualifications		
Relevant sports degree		X
Level 2 Coaching qualification or QTS		X
Full driving license with access to own transport	X	
Experience		
Experience of the delivery of the School Games programme		X
Minimum of two years’ experience working within Physical Education/School Sport	X	
Experience of developing, delivering, and evaluating sports development projects.	X	
Experience of establishing and maintaining working relationships with key stakeholders	X	
Experience of managing / leading a small team.		X
Skills/Knowledge		
Ability to communicate clearly with a range of stakeholders, including students, teachers, PE specialists and Sports Development professionals.	X	

Excellent organisation and time management, ability to plan over the academic year.	X	
Ability to use IT effectively & securely including Microsoft office.	X	
Ability to coach/deliver a wide range of sporting activities to young people.	X	
Ability to show conduct in line with DCCT values.	X	
Ability to take a considered and sensible approach to problem solving.	X	
Knowledge and understanding of safeguarding procedures.	X	
Flexible approach and prepared to work unsociable hours where needed.	X	

Values

Our values underpin everything we deliver as a charity. The postholder is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Caring** in our approach
- **Collaborative** in our partnerships
- Creating **meaningful** experiences
- Effectively fulfilling **potential**
- Taking **pride** of our work
- **Valued** by our community

Equality, Diversity & Inclusion

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

Safeguarding

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.

Signature of Postholder

Date

Name