

Assistant Sports Programme Co-ordinator

Salary / grade range	Grade 4 NJC9 - NJC17
Allowance	N/A
Location	Co-op Academy Failsworth
Reports to	Partnership Manager
Hours of Duty	Term time only + 10 additional Days (to be worked on Inset Days / evenings) Full Time hours - 36 hrs 40 mins per week (36.667) 8.00am – 3.50pm Monday – Friday (½ hour unpaid lunch break)

Purpose of role: To support the delivery of intra and inter school competition making links where appropriate with external agencies with an extended reach to incorporate Sport, Health, Wellbeing, Personal and Workforce Development. To support the increase in participation of children and young people in sport and physical activity. To assist and support the Partnership Development Manager as required. To deliver bikeability balance to reception classes across the borough (must be willing to complete the relevant qualification if not already qualified to deliver bikeability). To support the development of young leaders. To support the delivery of OSSP programmes as required. To provide administration support to Oldham School Sport Partnership (OSSP) inclusive of website updates and electronic systems.

Key accountabilities (and specific duties / responsibilities):

Key Tasks - Operational

- To support the delivery of OSSP projects particularly linked to competition/sport/physical activity events across Oldham
- To provide administrative support to OSSP:
 - Support the creation of the OSSP competition calendar
 - Manage shared bikeability balance calendar
 - Keep www.oldhamaschoolsport.co.uk and electronic systems updated with events and information
 - Maintain data collection of events and balance bike delivery
 - Liaise with schools and other organisations
 - Communicate upcoming events and recent highlights to Oldham Schools and wider partners
- To ensure Risk Assessments for competitions and events, ensuring they are in line with requirements and are updated wherever necessary.

Communication

- To ensure effective communication as appropriate with schools and key partners.
- To liaise with schools, further and higher education, community organisations, industry, and other relevant external bodies
- To represent the Oldham School Sport Partnership's views and interests.

Quality Assurance

- To utilise quality assurance procedures and to ensure adherence to those within OSSP.
- To seek/implement modification and improvement where required

Management Information

- To collate data as required by OSSP team and partner organisations.
- To provide the school sport manager with relevant information relating to the performance and development of OSSP competitions/events which can be reported to school governors and where relevant Sport England and Youth Sport Trust.

Marketing and Liaison

- Liaison and marketing of activities, e.g. the collection of material for press releases and social media.
- To actively promote the development of effective links with schools and external agencies.

Management of Resources

- To utilise the available resources of space and equipment efficiently, organising and maintaining equipment, and keeping appropriate records.
- To work with colleagues to ensure that competitions and events are resourced appropriately.

Standard Duties:

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

Personal Attributes Required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable (D)'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications Sport Governing Body Coaching Award/Sport Development/Leisure Qualification/QTS and non QTS will be considered		A
Experience - Work with Primary, Secondary and Special Schools - Knowledge of understanding of the National and local sports policy, including the National School Games Initiative - Experience of Sports Development work - Experience of working with clubs and groups within the community - Experience of working effectively with young people - Experience of co-ordinating and delivering sports activities - Experience in the delivery of training to young leaders, volunteers and staff - Experience of delivering and working with young people with a challenging and diverse range of needs - Experience of delivering bikeability or the willingness to train as a bikeability instructor (for the delivery of bikeability balance)	D D D D D	A/I A/I A/I A/I A/I A/I A/I
Skills, Ability, Knowledge - Must have competent IT skills - Ability to deliver basic training to young leaders, volunteers and staff - Ability to work in partnership with a range of partners - Ability to implement competition plans based on the needs of the school - Knowledge of and commitment to safeguarding/child protection and equal opportunities - Effective communication skills orally and in writing - Knowledge of relevant and national strategies and targets	D D D	A/I A/I A/I A/I A/I A/I
Personal Qualities Ability to mentor and motivate young leaders, volunteers and staff.		A/I



• Ability to work in a multi-cultural environment • Ability to work under own initiative to tight deadlines • Ability to deliver a range of sports activities to young people • With the ability to work flexibly to meet the needs and priorities of OSSP • To work independently and as part of a team • Commitment to personal development • Be prepared to work flexibly at all times and occasionally outside office hours • Motivation to work with children • Ability to form and maintain appropriate relationships and personal boundaries with children. • Emotional resilience in dealing with challenging behaviour. • Attitudes to use of authority and maintaining discipline. • Show a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. • Prepared to work occasional evenings and weekends • Prepared to work flexibly to meet the needs and priorities of the MPEA and host site school • Must be able to drive and have access to a car for work purposes	D	A/I
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

	DATE	NAME	POST TITLE
Added to Trust template	17/06/2025	Emma Brierley	Finance/HR administrator
REVIEWED			
REVIEWED			