

Sports Development Officer (Maternity cover)



JOB INFORMATION PACK
DECEMBER 2021



Note from our Company Directors

First and foremost, we hope you and your family are well. The recent lockdowns and the continued challenges imposed by the pandemic highlights the importance of physical activity and sport for us all, especially children and young people. Despite cuts to youth services and the reduction in provisions, HR Sports Academy have remained dedicated to removing barriers that prevent children and young people from benefiting from participation in sport.

HR Sports Academy is a Community Interest Company dedicated to empowering children and young people with constructive and invaluable life skills, and the belief that they have what it takes to be great. We build a brighter future for youths by enhancing the quality of their sporting, educational and work experiences. We provide fun, safe and engaging opportunities for children and young people to use as a catalyst for positive youth development. Our provisions include sport in schools, evening and weekend training sessions, school holiday programmes, a football club, a youth club, day events, tournaments, award ceremonies, workshops, alternative education, apprenticeships, traineeships and work experience placements.

HR Sports Academy was created in 2008 so that every child and young person, regardless of their background can develop the skills and confidence needed to live successful and happy lives.

Our Mission:

To provide a wide range of opportunities for young people to use as a catalyst for positive youth development and success. To fulfil this mission, we use sport directly and indirectly to create an inspiring space for young people to be around positive role models and develop to their full capacity. We deliver a variety of projects that use sport in a way to attract children and young people to our provisions and enable them to gain benefits from our services.

Our Aims

- To reduce conflict in and around the London borough of Haringey.
- To provide sporting opportunities that bind different groups of young people together and reduces youth crime.
- To help individuals feel satisfied with their life, recognise what they excel in, use their strengths to fulfil pursuits, and become contributing members of society.



Note from our Company Directors continued...

Our values define how we do business and interact with our colleagues, partners and customers. Our four core values are Integrity, Youth Lead, Equality and Teamwork.

If successful, you'll be joining a passionate and dynamic team of local people who love sport and working with children and young people. Our team work hard to improve and grow opportunities for disadvantaged young people and to create a culture of inclusion and acceptance for all.

For more information about HR Sports Academy please visit our website www.hrsportsacademy.co.uk.

Whether you apply for this role or not, and whether you are successful or not, we thank you for expressing an interest in this role and considering bringing your skills and energy to the HR Sports Academy Family.

Yours faithfully,

Mickela Hall-Ramsay and Chris Hall-Ramsay





Role overview

Job title: Sports Development Officer

Reporting to: Company Director

Hours: Part-time (21 hours a week)

Contract Length: 12 months (maternity cover, with potential to extend)

Salary: £15,000 - £20,000 (depending on experience)

Location: Haringey

Annual Leave: 5.6 weeks (Pro-rata)

HR Sports Academy is seeking a highly capable Sports Development Officer who will join our senior management team. This maternity cover role is likely to last from February to January, with the potential to extend the contract.

This role offers an exciting opportunity for those with passion, enthusiasm, and an interest in community and voluntary organisations focusing on the positive development of young people. The successful applicant will have excellent communication and IT skills, attention to detail, the ability to establish and maintain effective relationships and rapport with a wide range of stakeholders and a willingness to go the extra mile for them.

Role responsibilities

Job specification

- Support HR Sports Academy (HRSA) and Partners in the smooth running of projects
- Support the wider outreach strategy working with partners, residents, local schools and other relevant agencies to develop a programme of youth activities
- Support HRSA and Partners in the promotion of youth activities to community users and corporate partners.
- Support and supervise sessional staff, coaches, trainees and volunteers as required
- Support HRSA managers to manage and report on funded programmes
- Manage the monitoring and evaluation function for community activities; regularly review and evaluate data against outcomes and make recommendations for improvement.
- Contribute to PR & Comms strategy: - social media; website; marketing, promotion, and community updates etc.
- Work alongside key delivery partners to develop a programme of activities that focuses on agreed strategic social impact outcomes

- Work with HRSA managers to develop our youth leadership/volunteer programme to enhance and grow sustainable sports provision in the borough
- Co-manage sessional staff, coaches, and volunteers with other HRSA staff
- Build relationships with local primary and secondary schools, colleges and universities to support student development
- Be a positive and productive first point of contact - provide high quality customer services and support to potential participants, volunteers and other key stakeholders
- Be responsible for the HRSA's email inbox



Specific tasks include:

- Assist with business and project management, including the annual sports development strategy
- Organise quarterly meetings with existing partners and assess progress against agreed targets
- Monitor quality and engagement of sessions/projects and support coaching staff where necessary
- Oversee the scheduling, booking and registration functions and systems to ensure smooth running of sessions and programmes
- Manage the measurement and evaluation processes around participation to include data capture, case studies showcasing impact stories
- Develop and support the delivery of school holiday programmes
- Develop a pool of coaches upskilled to an agreed standard to support delivery
- Project manage funded programmes including budgets and timely reporting to funders
- Adhere to policies and procedures, and enforce the rules and regulations put in place at all delivery sites with staff, partners and participants
- Oversee and assist with event management including outreach, marketing events and open days
- Undertake any other tasks as reasonably required within the grade and overall functions of the post



Person specification

Knowledge and experience

Essential knowledge & experience

- An understanding of the needs of organisations offering services to disadvantaged young people
- Experience working positively with children and young people, preferably within a charitable, school or sporting environment
- Experience working in the voluntary and community sector
- Experience working with a diverse range of people
- Track record of successful project coordination or delivery
- Experience of database management
- Experience in or understanding of the grassroots sports sector
- Experience using Monitoring & Evaluation systems
- Level 2 coaching qualification
- Understanding of Safeguarding best practice
- Knowledge of implementing policies and procedures especially health and safety and risk assessments

Desirable experience

- Experience researching the wants and needs of children and young people
- Experience of community consultation
- Ability to identify and propose solutions in areas of organisational risk relating to key areas of work
- First Aid trained
- Experience of working in the Sport for Development sector
- Knowledge of current developments pertaining to community sport, school sport and PE
- Previous experience mentoring or pastoral experience with young people
- Design skills or a background in creative communications/social media
- Experience of editing/building webpages





Essential skills & attributes:

- Well organised with an ability to recognise key upcoming requirements, plan and prioritise workload with minimal supervision
- Ability to always maintain a high level of confidentiality and discretion
- Ability to engage with a range of stakeholders and external partners to achieve strategic and contractual objectives
- Strong written & verbal communication skills
- Excellent IT skills
- Good networking skills
- Proactive and confident in using own initiative
- Exceptional attention to detail
- People Skills (self-assured, build rapport, empathise with others, emotionally intelligent, approachable)

Personal qualities:

- Commitment to the mission of HRSA, understanding the positive change sport can make in young people's lives
- Passionate about using sport to develop children and young people
- Able and willing to work outside of office hours, as required
- Highly motivated and keen to inspire and make a positive difference to young people's lives
- Hard working, honest, enthusiastic and reliable
- Community driven

Safeguarding

HR Sports Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, confirmation of right to work in the UK and all other pre-employment checks in line with safer recruitment requirements.



Equal Opportunities

HR Sports Academy believes that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work with and participate in the company's activities have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, gender, race, disability, sexual orientation and religion or belief.

Recruitment timetable

Closing date for applications: 12pm on Sunday 16th January 2022

Interviews: w/c Monday 17th January 2022

Role commences: February 2022

To apply for this role please head to our website where you will find a link to our online recruitment portal. You are required to upload your CV and answer questions showing how you meet the essential requirements of the role.

If you have any questions about the role, please contact employment@hrsportsacademy.co.uk

