



Job Description & Person Specification

Title:	Community Officer Primary Education (Part time)
Reports to:	Primary Education – Senior Community Officers
Based at:	The HUB, East Stand, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ
Job Purpose:	To plan and deliver in 4 key areas of work: Physical Education Lessons, Premier League Primary Stars, After Schools Clubs and Lunch Time Clubs.
Salary:	22.3k -24k Community Officer Salary Banding FTE – depending on age and experience (Part time pro rata – 25 hours and 30 hours)

The Role:

The PE, PLPS and School Sports Coach within the Primary Education Team will be integral to the successful delivery and continued growth of the service and projects delivered to children and young people and their families by Chesterfield FC Community Trust. In this role, you will use the influence of Sport and Football to deliver positive change in the lives of the local community.

The role will be based at the SMH Stadium, with delivery taking place across a number of Primary School across the county. It is essential that the candidate is willing to travel as part of the role.

The Coach will be responsible for the delivery of sessions with Primary School settings. During half term, this will also include delivery on our Spireites Soccer School. The successful candidate will be enthusiastic about the impact of physical activity on a child's long term development and be able to maintain professional relationships with our Spireites Partner Schools.

Roles are available with flexibility, including 15 hour, 25 hour and 30 hour contracts.

Key Responsibilities & Accountabilities:

- To lead delivery of PE Lessons, Premier League Primary Stars, After School Clubs and Lunch Time Clubs.
- Develop relationships with Partner Schools
- To support on Session Planning, Delivery and Data Collection.
- To attend CPD Training Courses in relation to the role.
- To support the Promotion, Delivery and Administration of the Mini Spireites / Saturday Morning Club Sessions and Spireites Soccer School during half term.

- Administration, research and support the delivery of future projects and support the expansion of existing projects.
- Ensure that risk assessments for all sessions are completed prior to any sessions taking place.
- To have valid Safeguarding, First Aid and DBS Certificates, or be willing to attain.
- Promote Chesterfield FC Community Trust in community settings across Chesterfield and Derbyshire to ensure a diverse range of participants attend programmes, and the projects achieve their Key Performance Indicators.
- To liaise with the media department to ensure programmes are promoted accordingly through varied methodologies.
- Consider equality, diversity and inclusion in all activities linked to Social Inclusion and programmes with a particular focus around female participation, LGBTQ+ young people, disability, and engaging with ethnically diverse communities.
- Actively promote safeguarding within all programmes and have a clear understanding of the principles of safeguarding.
- Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place.
- To work closely with Managers other Project Leads and Co-ordinators in the department to seek new opportunities for programmes and offers.
- To understand and implement the Charity's Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- To be able to work flexible hours where the role of the job requires. This role requires working during school holidays.
- Comply with all Charity policies.
- To work towards agreed objectives.
- Promote the Chesterfield FC Community Trust brand and ethos in a professional, strong, and positive manner.
- Work alongside other team members/colleagues to support in other areas of the organisation as and when required to promote best practice.
- Hold a commitment to equality and diversity in the workplace.
- Willingness to attend training courses to enhance own professional development including Safeguarding and Equality and Diversity.
- Always demonstrate the Chesterfield FC Community Trust values.
- Any other task which is deemed necessary by the Trust as it grows.

PERSON SPECIFICATION QUALIFICATIONS

ESSENTIAL

- Minimum of 2 years' experience working within Primary Schools or similar role.
- Minimum of 5 GCSE's, to include Mathematics and English.
- Appropriate post 16 qualifications e.g. BTEC level 3, A Levels
- Relevant sport qualification(s).

DESIRABLE

- Higher Education Certificate in Sports Coaching or equivalent

EXPERIENCE & SKILLS

- Previous experience in a similar role.
- An understanding and passion for improving the physical wellbeing of participants
- A positive attitude towards professional development and their own learning.
- Experience of working with children & young people
- Be able to demonstrate stakeholder relationship management experience.
- Experience of monitoring and evaluation.
- Possess excellent IT skills.
- Experience and knowledge of social inclusion, community and youth engagement and/or equality, diversity and inclusion related to sport and/or charity/community sector.
- Demonstrate Knowledge and a clear understanding of safeguarding principles and procedures.

PERSONAL QUALITIES

- Excellent organisation, time management and prioritisation skills.
- Interpersonal skills with the ability to inspire others.
- Good judgement and knowing when to seek advice or support.
- Ability to work within a team and foster good working relationships.
- A friendly, positive 'can do' and courteous attitude.
- Enthusiasm, energy, and resilience.
- A commitment to the aims, vision, and values of Chesterfield FC Community Trust
- Highly motivated, determined, and conscientious.
- Meticulous standards.
- Displays no prejudice when working with others.
- Requirement to have a full DBS check and obtain a DBS certificate.
- Hold a full UK clean driving license and access to your vehicle to be used for Business use or willingness to travel by public transport to fulfil the requirements of the role.
- A passion for the community and making a difference.