



Chesterfield School Sport Partnership

Partnership Development Manager

Job Information Pack

Hosted by Brookfield Community School



We are looking for a talented individual to manage the development of Physical Education, School Sport and Physical Activity across schools and communities. Founded in 2004, Chesterfield School Sport Partnership is an organisation passionate about changing the lives of young people through sport, physical activity and educational interventions. Our mission is 'to ensure that young people in Chesterfield enjoy their experience of Physical Education and sport, are supported to fulfil their potential and are motivated to choose a healthy active lifestyle'. This is achieved through our 7 ambitions:

- High Quality Physical Education and Education programmes
- School Sport
- Leadership and Volunteering
- Club and Community Links
- Talent Identification and Development
- Physical Activity
- Management, Governance, Funding and Communication

Chesterfield School Sport Partnership works with a range of key partners including, 8 secondary schools, 2 special schools, 40 junior, primary and infant schools, Chesterfield College, Chesterfield Borough Council, Active Derbyshire and local sports clubs.

Essential personal skills, qualities and experience the applicant will be assessed on include:

- Educated to degree level or equivalent standard with further relevant professional development
- Knowledge and understanding of local, regional and national structures, and policies relating to physical education, school sport and physical activity
- Experience of project management and reporting of physical education, school sport and physical activity projects including financial management
- Excellent oral and written communication skills with the ability to sustain positive relationships
- Excellent IT and administration skills including the use of Microsoft Office
- Positive and confident attitude with a passion for physical education, sport and physical activity

The Partnership is hosted by Brookfield Community School, an 11-18 comprehensive school with approximately 1330 students. It is situated on the western edge of Chesterfield in a pleasant suburb close to the Peak District National Park.

Application forms should be submitted via email to Sarah Campbell, Acting Partnership Development Manager, Email: s.campbell@brookfield.derbyshire.sch.uk

CLOSING DATE: Sunday 23 September 2018

INTERVIEW DATE: Week commencing 1 October 2018

Applications must be via Brookfield Community School support staff application form. CVs will not be accepted.





Job Description

Post Title:	Partnership Development Manager (Maternity Cover)
Contract:	Fixed term until end of July 2019
Grade:	POH Point 38 – Point 42 (£34,106 – £38,052)
Hours per week:	37 (Job share will be considered)
Weeks per annum:	52 (Term time only will be considered)
Responsible to:	Headteacher, Brookfield Community School

Post Objectives:

To manage the continued development of Chesterfield School Sport Partnership; implementing physical education, school sport and physical activity initiatives and maintaining relationships with key partners.

The post holder will be expected to maintain confidentiality and high professional standards at all times.

Duties and Responsibilities:

- To provide strategic management of the Chesterfield School Sport Partnership
- Undertake the managing, planning and monitoring of the physical education, school sport and physical activity programmes including School Games, Bikeability, Inactivity project and Leadership
- To manage and lead on internal and external communications with key partners (e.g. website, newsletters, social media and other online systems used) to maintain and develop good working relationships



- Work alongside the Derbyshire Active Schools Network to ensure a county wide approach to high quality physical education, school sport and physical activity
- Report termly to the Headteacher at Brookfield Community School against local, county and national outcomes
- To engage and maintain the support of Headteachers and Schools in the Partnership
- Provide high quality support to Headteachers, PE staff and PE coordinators in line with local needs and national policy
- To manage the implementation of continuous professional development for core staff and affiliated schools
- Manage the School Sport Partnership core staff and external providers
- Ensure there is a consistent approach and quality to the services provided by core staff and external providers to key partners
- To raise the profile of the Partnership through social media, newsletters, website and annual reports
- Working with a team at the host site, manage the finances of the School Sport Partnership and ensure projects remain within budget
- Secure additional funding to further develop physical activity initiatives
- Comply with requirements of Health and Safety, other relevant legislation and school documentation
- To undertake any other reasonable duties within the function, commensurate with the grading and level of responsibility of the job

Person Specification

Category	Essential Requirements	Desirable Requirements
Qualification and Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent standard • Further relevant professional development 	<ul style="list-style-type: none"> • Leadership or management qualifications • National Governing Body of sport qualifications • First Aid qualification • Safeguarding and Protecting Children qualification
Knowledge and Experience	<ul style="list-style-type: none"> • Minimum of 3 years working in or with schools / sports development • Knowledge and understanding of safeguarding young people and child protection • Knowledge of health and safety • Knowledge and understanding of local, regional and national structures, and policies relating to physical education, school sport and physical activity • Knowledge and understanding of inclusion opportunities and pathways for Special Education Needs and Disabilities • Experience of budget management and financial reporting • Experience of project management and reporting of physical education, school sport and physical activity projects • Experience of monitoring and evaluating impact of projects • Experience of working with key partners to implement change 	<ul style="list-style-type: none"> • Experience of working with senior leadership teams in schools • Experience of organisational change • Experience of successful grant funding
Skills and Abilities	<ul style="list-style-type: none"> • Excellent oral and written communication skills with the 	

	<p>ability to sustain positive relationships</p> <ul style="list-style-type: none"> • Excellent IT and administration skills including the use of Microsoft Office • Excellent organisational, planning and evaluative skills • Excellent people management skills; monitoring, evaluating and assessing performance • Excellent time management skills with the ability to manage multiple projects at one time • Ability to negotiate and influence with key partners • Ability to work independently on own initiative and as part of a team • Ability to work well under pressure and to deadlines whilst maintaining high standard of work • Ability to prioritise, plan and organise, ensuring processes are in place to deliver • Ability to problem solve • Demonstrate professionalism at all times 	
<p>Other Factors</p>	<ul style="list-style-type: none"> • Enthusiastic and passionate about physical education, sport and physical activity • Positive and confident attitude • Adaptable and flexible • Reliable, honest and trustworthy • Full driving licence with access to own transport 	