



# **Chesterfield School Sport Partnership**

## **Project Officer**

### **Job Information Pack**

**Hosted by Brookfield Community School**



We are looking for a talented individual to support the work of the School Sport Partnership, leading on marketing and communication. 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:

- GCSE Maths and English or equivalent A\* - C
- Experience of using marketing tools (for example social media, wordpress and MailChimp)
- Excellent written or verbal communication skills
- Excellent IT and administration skills including the use of Microsoft Office
- Adaptable and flexible with a positive and confident attitude

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](mailto:s.campbell@brookfield.derbyshire.sch.uk)

**CLOSING DATE: Sunday 4 November 2018**

**INTERVIEW DATE: Thursday 8 November 2018**

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



## Job Description

<b>Post Title:</b>	Project Officer
<b>Contract:</b>	Fixed term until end of July 2019
<b>Grade:</b>	Scale 2: £16,445 - £16,821 (Actual £14,146 - £14,475)
<b>Hours per week:</b>	37
<b>Weeks per annum:</b>	41
<b>Responsible to:</b>	Partnership Development Manager

### Post Objectives:

To provide effective support to the Partnership Development Manager and other members of the School Sport Partnership team to deliver physical education, school sport and physical activity initiatives across Chesterfield. Take a lead on the marketing and communication to raise the profile of Chesterfield School Sport Partnership.

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

### Duties and Responsibilities:

- To develop and implement marketing campaigns to raise awareness of the impact of PE, school sport and physical activity
- Produce copy and resources for online and offline use
- Produce termly e-newsletters with information gathered from across the Partnership including affiliated schools and partners
- Ensure the website is up to date and relevant for key stakeholders
- Manage social media accounts to raise the profile of the Partnership



- To support the organisation and delivery of the events and competitions programme for Reception to Post 16 pupils including Special Educational Needs and Disabilities
- To support monitoring and evaluation of physical education, school sport and physical activity provided by Chesterfield School Sport Partnership and external providers
- Report monthly to the Partnership Development Manager
- Ensure there is a consistent approach and quality to the services provided
- To raise the profile of the Partnership through social media, newsletters and website
- To undertake training relevant to the post
- 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
<b>Qualification and Training</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English or equivalent A* - C</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent standard</li> <li>Minimum of 1 recognised UKCC Level 1 qualification</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of school sport and physical activity development</li> <li>Knowledge and understanding of safeguarding young people and child protection</li> <li>Knowledge of health and safety</li> <li>Experience of managing social media accounts</li> <li>Experience of using marketing tools (for example wordpress and MailChimp)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with schools and young people in school sport</li> <li>Experience of planning and delivering events and competitions</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>Excellent written or verbal communication skills</li> <li>Excellent IT and administration skills including the use of Microsoft Office</li> <li>Effective time management</li> <li>Ability to work independently on own initiative and as part of a team</li> <li>Ability to work well under pressure and to deadlines whilst maintain high standard of work</li> <li>Ability to prioritise, plan and organise</li> <li>Demonstrate professionalism at all times</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of partnership working</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>Enthusiastic and passionate about physical education, sport and physical activity</li> <li>Positive and confident attitude</li> <li>Adaptable and flexible</li> <li>Reliable, honest and trustworthy</li> </ul>	



	<ul style="list-style-type: none"><li>• Full driving licence with access to own transport</li></ul>	
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