

Candidate Information

Position:	Summer Scheme Co-ordinator
School/Department:	Queen's Sport
Reference:	21/108781
Closing Date:	Monday 3 May 2021
Salary:	£11.04 per hour
Anticipated Interview Date:	Tuesday 18, Wednesday 19 & Thursday 20 May 2021
Duration:	21 June until 20 August 2021 (inclusive of staff training)

JOB PURPOSE:

To co-ordinate and supervise the delivery of a programme of supervised indoor and outdoor activities, across a variety of sporting and non-sporting themes.

MAJOR DUTIES:

1. Plan, develop and implement a programme of supervised indoor and outdoor activities, across a variety of sporting and non-sporting themes.
2. Lead and supervise Team Leaders, Activity Leaders and casual coaches to ensure the delivery of safe, progressive and enjoyable activities suitable for children of all ages and abilities.
3. Co-ordinate and implement a training programme for Team Leaders and Activity Leaders.
4. Deal with enquiries from parents and ensure all incidents and accidents are recorded and dealt with following the correct policies and procedures.
5. Develop staff rotas to ensure the safety of children at all times.
6. Organise a schedule that will ensure all equipment is set up, dismantled and stored correctly to ensure the health, safety and well being of children and staff.
7. Undertake training relevant to the post.
8. Any other relevant duties as may be required for the period of the summer scheme.
9. To carry out duties in a way as to enhance and protect the reputation and profile of the Queen's Sport.

Planning and Organising:

1. Plan, develop and co-ordinate a progressive 7-week programme of sporting and non-sporting activity.
2. Plan weekly work programmes for team of 4 Team Leaders.
3. Supervise the delivery of activity sessions to ensure they are being carried out to a high standard.
4. Co-ordinate the planning of sporting and non-sporting activities for groups of children on a daily / weekly basis.

Resource Management Responsibilities:

1. Manage deployment of staff and work programme for Team Leaders on a weekly basis.
2. Facilitate weekly meetings with all staff.
3. Ensure the health, safety and well being of children and staff.
4. Ensure minimum standards for safeguarding children and young people are implemented at the scheme.
5. Manage use of equipment inventory.

Internal and External Relationships:

1. Provide update report to the Development Officer on a weekly basis.
2. Liaise with parents on a daily basis.
3. Liaise with administrative and operational staff within Queen's Sport on a regular basis.

ESSENTIAL CRITERIA:

1. *A minimum of 5 GCSEs (Grade C or above) or equivalent, including English Language and a mathematical based subject.
2. *Previous experience as a Scheme Co-ordinator or Team Leader (for a minimum period of four months in the last two years) and/or relevant experience of organising a large scale activity event.
3. *Previous experience of supervising staff in a children's scheme or other sporting initiative.
4. Ability to respond clearly to direction.
5. Ability to provide clear direction and guidance.
6. Sporting or cultural interests.
7. Demonstrate good organisational and motivational skills.
8. Demonstrate good communication skills.
9. Neat and tidy appearance.
10. Ability to use initiative and work unaccompanied.
11. Desire to contribute and demonstrate commitment to team.
12. Ability to work flexible hours.
13. Hold a current valid driving licence and have use of a car during the scheme.
14. Available 21 June – 20 August 2021 (inclusive to include staff training).

DESIRABLE CRITERIA:

1. A sports leader award or coaching award in any sport.
2. Be a qualified school teacher with a minimum of one year's teaching experience within the previous five years.
3. First Aid qualification.
4. Child protection training
5. Currently involved in coaching children in at least one sport.
6. Aware of the minimum standards for safeguarding children and young people and impact of delivery of a Summer Scheme programme.
7. Recent experience of implementing safe sporting and non-sporting activities to young people following Covid guidelines within an education and/or sporting context.