



## GUERNSEY SPORTS COMMISSION

### Job Description

#### **Job title**

Community Sports Co-ordinator

#### **Purpose of the role**

To assist in the delivery of the Guernsey Sports Commission's Street Sports programme and other sporting initiatives run for the individuals/groups in the island's community most in need.

Under the guidance of the Sports Development Officer, the post-holder will work in partnership with public, private and charitable organisations to deliver positive sporting activities with the aim to improve access to sporting opportunities for young people with social and economic difficulties in order to benefit their well-being.

#### **Position in organisation**

- Reports to the Sports Development Officer
- Responsible for Street Sports Assistants & Leaders
- Responsible for tracking the Street Sports Budget

#### **Contract term**

Part-time, temporary (5 month contract)  
17<sup>th</sup> March – 21<sup>st</sup> August

#### **Rate of pay**

£12.50 per hour

#### **Duties and key responsibilities**

##### *Administration*

- Collating all weekly session plans, evaluations, risk assessments, accident/incident reports. Passing on any relevant information and appropriately filing all paperwork.
- Collating the results of the (twice annual) Street Sports questionnaires.
- Compiling an annual Street Sports Review.
- Managing the staff rota.
- Managing & organising excursions and special events.
- Keep track of Street Sports Budget and costs.
- Review staff hours, submitting hours for payment to the Operations Director.

- Keeping up to date records of young people's details from consent forms.
- Liaising with other agencies.
- Co-ordinate marketing/PR materials, social media and online content with the Sports Development Officer and Administration Officer.
- Assisting the Sports Development Officer with ad hoc administration tasks.

#### *Managing Staff & Volunteers*

- Being a point of contact for all staff & volunteers.
- Keeping staff and volunteers up to date with developments.
- Ensure staff and volunteers have the necessary qualifications, identify training needs and enroll staff on refresher courses.
- Assisting the Sports Development Officer in annual appraisals, staff meetings and disciplinary matters.
- Supplying staff and volunteers with relevant leaflets and information to be given to young people.
- Attending Street Sports sessions & Holiday activities as and when required.

#### *Equipment*

- Check and refresh First Aid Kits
- Ensure necessary equipment required to deliver Street Sports is available for staff and in good working order.

#### *Recruiting and Training Staff/Volunteers*

- Assisting the Sports Development Officer to recruit and train staff and volunteers to enable them to support activities with young people.
- Assist the Sports Development Officer with yearly appraisals.

#### *Training and development*

- To attend relevant training courses
- To attend quarterly staff meetings
- To attend yearly appraisal

#### *General responsibilities*

- Plan their work, following the Guernsey Sports Commission's overall aim and the Street Sports programme specific aims
- All work to be carried out in the best interests of young people
- Show a commitment to equal opportunities
- Comply with all of the Guernsey Sports Commission policies, procedures and guidelines
- To represent the Guernsey Sports Commission in a professional manner at all times

#### **Key criteria for the role**

	Essential	Desirable
<b>SKILLS AND ABILITIES</b>		
Managing a small team	✓	
Good interpersonal and communication skills	✓	
Ability to present written information in a structured and balanced way appropriate to the needs of the reader.		✓
Organisational skills	✓	
Administrative ability (planning and evaluating work)	✓	
<b>EXPERIENCE</b>		
Report writing	✓	

Project management	✓	
Supporting and motivating staff & volunteers		✓
<b>KNOWLEDGE AND QUALIFICATIONS</b>		
Recruitment Procedures		✓
Safeguarding and protecting children		✓
First aid qualification		✓
Youth work Values		✓
<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>		
Willingness to work unsocial hours, including evenings and weekends	✓	
Ability to think 'outside the box', take initiative and use common sense		✓
A knowledge of the island		✓
Current driving licence		✓

### **Hours of duty**

12-15 hours per week, occasional unsociable hours.

### **Police check**

Due to the nature of this post you will be required to undergo a full police check. All disclosures of a criminal background will be treated with the strictest confidence and checks will only be made in connection with your application for this post and for no other purpose. However, disclosure of a criminal record will not necessarily debar you from employment in this post – this will depend on the nature of the offence/s and the circumstances surrounding it/them.

### **About Street Sports**

Street Sports is a community programme that aims to improve sports provision for young people in order to benefit their well-being. It offers 11-18 year olds of all abilities free sports and physical activity sessions in neighbourhoods at three locations across the island where a number of young people may experience social and/or economic difficulties.

It is an opportunity for young people to be active, socialise, have fun, play sports and learn new skills. Staff provide equipment for a variety of sports and offer participants the choice of which activities are delivered. Young people can just turn up, register with a member of staff and join in.

Through sports and physical activities, the programme aims to increase young people's self-esteem, encourage participation and the development of skills. Young people are also made aware of other opportunities available to them across the island that may benefit their well-being. Participants are also able to access services offered by relevant organisations through outreach staff working alongside the Street Sports team.

Street Sports sessions are delivered fifty weeks of the year including school holidays (with a two week break over Christmas and New Year), mainly outdoors, for two hours on weekday evenings.