



Sport Works (Yorkshire) Ltd

JOB DESCRIPTION

Job Description

Post Title: Operations, Marketing and Engagement Coordinator

Responsible to: Managing Director

Job Type: Part time (24 hours a week)

Salary: £20,000 pro-rata

Location: Bradford

It is an exciting time to join Sport Works, we're one of the leading providers of health, educational and training programmes in Yorkshire. We specialise in the delivery of high quality activity programmes which support physical and emotional well-being. We're focused on engaging, inspiring and empowering people of all ages to be the best they can be.

We're only looking for individuals who really want to make a positive difference in a fast-paced environment.

Our Mission: About the Role

Sport Works has an excellent opportunity for a dynamic and proactive individual to join our growing team to oversee our range of programmes and ensure we continue to be renowned for delivering excellent sessions that genuinely make a positive difference to the lives of those we work with.

You'll focus on three main areas:

- **Quality assurance and staff development** to ensure our coaching teams have the necessary support and training to ensure they can continue to deliver outstanding sessions. As part of this, we need someone who is able to motivate teams and can provide meaningful feedback to improve the quality of our delivery. Applicants must be able to work two Saturdays each month as you'll need to observe our sessions on a regular basis.
- **Promoting our sessions** to ensure we attract participants in line with contractual arrangements with our funding partners. This will include delivering social media campaigns and building relationships with local schools and community organisations.
- **Operations & HR** to make sure venues are booked on time and staff rotas are agreed and disseminated to our coaching team. In addition, you'll ensure everything else is in place so we can effectively run our wide range of programmes including staff inductions and DBS checks.

Why the Role Exists

At Sport Works we engage, inspire and empower individuals who access our wide range of programmes and we're on a mission to improve health, educational and employability outcomes across the Yorkshire region whilst delivering the highest standards of customer service.

Over the last three years, our organisation has grown significantly and we are looking for a proactive individual to ensure our programmes are run with our philosophy for excellence and in-line with our contractual requirements.

We're only looking for someone who is self-motivated and is passionate about making a positive difference to the lives of the people we work with. Essentially, you'll be the main link between our delivery team and head office to ensure our vision is translated to on-the-ground delivery.

Area	Technical Skill / Requirement	Competency
Knowledge / Training / Qualifications	<p>Comprehensive understanding of social media platforms</p> <p>Ability to develop networks</p> <p>Comprehensive understanding of quality assurance processes</p> <p>Understanding of the sports, health and skills sector</p>	<p>A strong track record of delivering social media campaigns that make a difference.</p> <p>A strong track record of building positive relationships with community groups, schools and other voluntary organisations</p> <p>The ability to assess sessions and feedback on the quality of them whilst motivating team members.</p> <p>Can demonstrate an understanding of the sectors we work in.</p>
Relevant Experience	<p>A minimum of two years' experience of marketing and quality assurance</p> <p>Proven track record of motivating individuals and teams.</p>	<p>Excellent communication and interpersonal skills</p> <p>Ability to contribute to work as part of a team, also being able to work independently and on own initiative</p> <p>Ability to inspire, motivate and influence</p>

Additional Requirements	<p>Ability to work efficiently on own initiative, under pressure and maintain a high standard of work</p> <p>A flexible attitude to working, willing to work evenings and weekends. You'll need to be able to work two Saturdays each calendar month</p> <p>Commitment to continuous professional development and willingness to undertake training where necessary</p> <p>Ability to travel independently</p> <p>Confident with a high degree of intrinsic motivation</p> <p>Commitment to equal opportunities, safeguarding and protection of children/vulnerable individuals</p> <p>Enhanced DBS Disclosure</p>	<p>Hard working, a 'starter/finisher approach to work'</p> <p>High standards- not satisfied unless the service is 'outstanding'</p> <p>Honesty- can be trusted to deliver high standards in an ethical and compliant way</p> <p>Efficiency- can work effectively within tight deadlines</p> <p>Health oriented- motivated to improve both physical and mental health of clients, learners and themselves</p>

If you feel you have the skills and experience required for this role, please email a CV and covering letter to: simon@sportworksltd.co.uk

Sport Works is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

We are committed to safeguarding and promoting the welfare of children and young people, and applicants must undergo child protection screen appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS). We expect all staff to share this commitment.

Closing date for applications: 4 December 2018