



Sport Works

JOB DESCRIPTION

Job Description & Outcomes

Post Title: Project Coordinator (Skills & Education)

Responsible to: Regional Director

Hours: 12 months fixed term contract, full time, with possibility of extension

Salary: £23,000 to £26,000

Package includes: Pension, laptop, mobile phone

Our Mission: About the Role

Sport Works has an excellent opportunity for a motivated and experienced Project Coordinator to manage our high quality educational programmes across the North East.

It is an exciting time to join Sport Works as we celebrate ten years in business and look forward to launching our ambitious three-year growth plan. Operating from ten sites across England, we are proud of the impact our work has on the health and education standards of individuals throughout the country. The Project Coordinator role is key to our improvement and growth in coming years.

Why the Role Exists

The Project Coordinator role will oversee and manage our educationally focused projects across the North East, increasing the number of people accessing Sport Works' programmes, improving educational standards and supporting learners into the labour market.

The role is tasked with managing and coordinating existing contracts, including direct line management responsibility for delivery staff, whilst leading the development of new, innovative programmes in line with funding initiatives.

The post involves constant communication with Sport Works staff and external stakeholders to ensure projects are structured effectively and delivered to the highest possible quality standards.

Outcomes: The role is tasked with achieving the following outcomes in the first 12 months:

- To effectively coordinate multiple projects and achieve the specific outcomes outlined in each contract
- Oversee the learner/participant recruitment plan as agreed in funding profile ensuring over 500 eligible learners are effectively enrolled onto our Skills/Education contracts by 31st March 2020*
- Manage ongoing relationships, to include operations and logistics, for multiple referral partners in line with contractual targets
- Line manage a team of educational tutors and sports coaches ensuring the highest standard of delivery which is consistent across all programmes
- Ensure the principles of sport, exercise and wellbeing are centrally integrated into all operational programmes with demonstrable health and wellbeing outcomes
- Coordinate logistics for delivery across multiple delivery sites, including staff rotas, venues and educational resources
- Design, manage and oversee a high-quality educational curriculum that is suitable for both learner and contractual requirements
- Ensure quality and compliance are of the highest quality and in line with contractual requirements, including liaison with colleagues relating to data and finance
- Undertake tutoring tasks when required
- Consistently meet monthly KPIs and score 90% or above at performance reviews
- Ensure customer satisfaction rates are consistently above 95%
- Provide monthly contract reviews to the Regional Director

Competencies: The following provides an overview of the technical and personal skills required:

Area	Technical Skill / Requirement	Competency
Knowledge / Training / Qualifications	<p>Comprehensive understanding of the skills / training / education sectors</p> <p>Knowledge of contract management within a relevant and aligned contract in the skills / training / education sectors</p> <p>Knowledge of quality and compliance standards within the skills/education sectors</p> <p>Qualified teacher status, PTLs or equivalent (or be working towards)</p> <p>Sports coaching qualifications (level 2 or above) are preferable</p>	<p>Has the ability to manage multiple contracts and programmes concurrently.</p> <p>Able to produce detailed reports and paperwork which track performance on a weekly, monthly, quarterly and annual basis</p> <p>Ability to plan progressive, developmental sport and educational programmes</p> <p>Can develop new client relationships as well as nurture existing contacts, to include schools and local authority staff</p>
Relevant Experience	<p>A minimum of two years' experience of working within a sport / educational environment. In particular, establishing, delivering and coordinating programmes for different populations</p> <p>Experience of teaching and/or tutoring in a wide range of environments including schools and community settings</p> <p>Proven track record of using sport/exercise as a mechanism to deliver effective</p>	<p>Experience of developing and implementing high quality, varied and creative educational curriculums focusing on a young person-centred approach</p> <p>Experience of successful learner recruitment to ensure financial profiles are met or exceeded</p> <p>Experience of successfully engaging, supporting and enhancing learning for both mainstream and disadvantaged learners including those with SEN and/or challenging behaviour</p> <p>Experience of effective logistics management within an educational</p>

	<p>educational, health and/or social outcomes</p>	<p>environment, to include coordination of self and other staff members</p> <p>Excellent communication and interpersonal skills and the ability to communicate with people at all levels. Ability to inspire, motivate and encourage young people through sport.</p> <p>Ability to lead, support and mentor contribute and work effectively as part of a team</p>
<p>Additional Requirements</p>	<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</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>Ability to inspire, motivate and encourage people by using the principles of sport/exercise</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>

To apply, or to arrange an informal conversation to discuss the position, please initially telephone Sport Works' messaging system (0191 5800 120) and leave the following information:

- Name
- Telephone number
- Brief summary of why you are interested in the role

One of our team will subsequently make contact and provide further details regarding the application process.

Deadline for telephone application: Friday 15th March @ 17.00

Sport Works is committed to equal employment opportunity for all employees and applicants without regard to age, colour, creed, disability status, gender, national origin, race, religion, sexual orientation or any other legally protected status.

No agencies please.