



**Community Sports Tutor  
JOB DESCRIPTION**

## **Job Description & Outcomes**

**Post Title:** Community Sports Tutor

**Responsible to:** North East Regional Manager

**Hours:** Full time – 40 hours a week including evening and weekends

**Salary:** £18,000 to £20,000 pa, depending on qualifications and experience

### **Our Mission: About Sport Works**

Sport Works has an excellent opportunity for a highly motivated and experienced Community Sports Tutor to deliver our community focused sport, wellbeing and educational programmes throughout the North East.

It is an exciting time to join Sport Works, an award-winning social enterprise, during a time of rapid expansion. Between 2021 and 2023 Sport Works will increase the number of people support by over 300%. An extremely skilled and dedicated person is required to join the team and support our mission to improve health, wellbeing and educational standards throughout the country.

Sport Works currently operates from eleven sites across England and we are proud of the impact our work has on both communities and individuals. The Community Sports Tutor role is key to providing outstanding delivery across our health and wellbeing programmes.

### **Why the Role Exists**

The Community Sports Tutor plans and delivers a range of co-ordinated programmes, and ensures professional sporting and education activities are high quality and reflect the needs of individuals across the North East. You will play a central role in enabling the company to achieve its strategic objective of enhancing physical health, educational achievement and employment for individuals throughout the North East region.

The post requires constant communication with stakeholders to ensure projects are structured effectively and delivered to the highest quality standards.

**Outcomes:** The role is tasked with achieving the following outcomes:

- To prepare and implement well-structured and progressive programmes ensuring a high quality, enjoyable experience centred on the needs of the participants.
- To manage, coordinate and deliver sporting and educational programmes, encouraging attendance in particular by children and adults who do not usually participate in sport or physical activity.

- The post holder will be engaged in delivering sports sessions at various sites across the North East region.
- The post holder will be required to work evenings and weekends as dictated by the needs of the Company.

The post holder will be subject to an enhanced Disclosure Barring Service check.

## **Key Responsibilities**

### **1. Sports Coaching & Educational Tutoring**

- a) To support work with partner organisations to ensure that participants are retained in sport through high quality coaching and teaching.
- b) To assist in the development of participant health, fitness, sporting proficiency and educational attainment through a structured programme methodology.
- c) To be responsible for the supervision of participants in their care and to ensure that those participants are provided with an enjoyable and learning focused experience.
- d) To maintain current knowledge of relevant National Governing Body programmes, policies and practices.
- e) To carry out administrative duties as necessary e.g. maintain accurate data collection, collect monies, carry out risk assessments, etc.
- f) To assist in the collation and evaluation of management information.
- g) To attend regular meetings with management and key partners as and when necessary.

### **2. Child Protection**

- a) Knowledge of child protection legislation including safeguarding and best practice in sport and education.
- b) To report any suspicions or reports of abuse against staff or participants.

### **3. Health and Safety**

- a) To ensure that all activities are delivered within a safe, controlled environment.
- b) To be responsible for supervising participants between the contracted hours and ensure safety and wellbeing at all times.

### **4. Additional Key Duties**

- a) To engage with children and parents where applicable.
- b) To represent Sport Works in a professional manner.
- c) Prepare session templates & reports to the Regional Manager as required.
- d) To administer First Aid where required and to accurately record and report any injuries or accidents.
- e) Any other duties considered appropriate to the role.

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

| <b>Area</b>                           | <b>Essential</b>  | <b>Desirable</b>   |
|---------------------------------------|---|--|
| Knowledge / Training / Qualifications | <p>Hold a minimum of one, Level Two Sports Coaching qualification (as recognised by NGBs).</p> <p>First Aid Qualification</p> <p>Safeguarding and Protecting Children training (or equivalent)</p> <p>Enhanced Disclosure Barring Service check.</p>  | <p>Teaching Qualification (minimum Level 4)</p> <p>Working with Disabled Performers training (or equivalent training).</p> <p>Additional Sports Coaching qualification at level one or above.</p> <p>Knowledge of community sport and in particular the FUNdamentals activity stage, movement skill and sports literacy development.</p> |
| Aptitude and Skills                   | <p>Demonstrate good organisational and planning skills.</p> <p>Ability to plan progressive, developmental sport and educational programmes.</p> <p>Ability to contribute to work as part of a team, also being able to work independently and on own initiative.</p> <p>Effective communication skills.</p> <p>Excellent time keeping skills.</p> |  |
| Work Experience                       | <p>A minimum of two years experience of sports coaching or within an educational environment; establishing, delivering and co-ordinating programmes for different populations.</p> <p>Experience of coaching in a wide range of environments including schools, club and community settings.</p>  | <p>Experience of working with disabled participants.</p> <p>Experience of organising sporting competitions.</p> <p>Experience of line managing a small team within the Sports Coaching and/or Education field.</p>   |
| Personal Skills                       | <p>Ability to develop and implement high quality, varied and creative programmes focusing on a person-centred approach.</p>   |  |

|                         |   |  |
|-------------------------|---|--|
|                         | <p>Ability to inspire, motivate and encourage people through sport.</p> <p>Ability to adapt sessions appropriately dependent on the needs of participants</p> <p>Excellent communication and interpersonal skills, the ability to communicate with people at all levels.</p> <p>Excellent planning and organisational skills.</p>   |  |
| Additional Requirements | <p>Good understanding of Child Protection, Child Development, Health and Safety and Sports Equity principles, policies and procedures.</p> <p>Commitment to continuous professional development and willingness to undertake training where necessary.</p> <p>Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.</p> <p>Confident with a high degree of motivation.</p> <p>Commitment to equal opportunities.</p> <p>A flexible attitude to working, willing to work evenings and weekends.</p> <p>Candidate must hold a valid UK driving licence and ability to travel independently.</p> |  |

If you feel you have the skills and experience required for our Community Sports Tutor role, please email a CV and covering letter to: [info@sportworksLtd.co.uk](mailto:info@sportworksLtd.co.uk) quoting CST NE.

**Closing date: Friday 30<sup>th</sup> July 2021**

*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.*