

Post Title	Sports Development/Event Officer
JD Ref No.	ESP021
Responsible To	EVSP Manager
Grade	Grade 9

Purpose	To support the planning, organisation and delivery of the Eden Valley Sports Partnership, including coordinating a programme of school sport events and working with partners to increase participation in physical activity.
Duties & Responsibilities	<ul style="list-style-type: none"> • Organise and deliver a programme of Eden Valley Sports Partnership (EVSP) events, including managing event administration such as communications, entries, bookings, schedules and risk assessments. • Coordinate equipment, venues, staff, coaches and volunteers to support delivery of events. • Support the setup, delivery and safe running of events, attending where required. • Meet and assist schools, leaders and external partners to ensure a positive participant experience. • Work collaboratively with stakeholders at local, county and regional levels to support the delivery of sport and physical activity opportunities. • Deliver events and competitions in line with National Governing Body (NGB) guidance, ensuring activities are appropriate for the age and stage of participants. • Develop links with community sports clubs to support participation pathways and progression beyond school sport. • Support schools in engaging with national initiatives, including the government-led School Games programme and the PE curriculum, promoting participation in physical activity and school sport. • Maintain accurate records, including participation data and event outcomes. • Support administrative and financial processes, including ordering equipment and recording income and expenditure. • Prepare event materials, certificates and communications. • Assist with promoting events through social media and local press.
Health & Safety	<ul style="list-style-type: none"> • Promote the safety and wellbeing of all participants. • Complete and follow risk assessments for events and activities

General

- Be aware of and support difference and ensure equal opportunities for all.
- Attend and participate in regular meetings/briefings.
- Participate in training and other learning activities and performance development as required.
- Maintain utmost confidentiality and respect of student and staff records at all times.
- Comply with Data Protection & GDPR policies.
- Any other duties commensurate with the grade of the job as directed by the line manager.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> The successful candidate should have relevant GCSE qualifications 	<ul style="list-style-type: none"> Sports related qualification
Experience/Skills	<ul style="list-style-type: none"> A clean driving license and use of a car is essential (mileage will be reimbursed). Competence and experience in the use of ICT A thorough knowledge of and enthusiasm for the subject of PE is required. A commitment to the provision of quality and equality of opportunity in Sports. Excellent written and oral communication skills in a variety of contexts are sought. The successful candidate will be required to work effectively in a closely-knit team. Committed to the safeguarding of children and young people 	<ul style="list-style-type: none"> Previous experience of working within an Education or Sports background is desirable but not essential. An understanding of the changing school environment and national issues will be an advantage.
ADDITIONAL INFORMATION	<p>It is the practice of the Trust periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.</p> <p>All external appointments are subject to the Trust's Standard Probationary period</p>	
SAFEGUARDING	<p>Applicants for all posts must be willing to undergo safeguarding screening appropriate to the post.</p> <p>Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>The teacher must ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner.</p> <p>All staff members are required to complete an enhanced DBS disclosure.</p>	

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