

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| POST TITLE: | **Programme Coordinator (Children & Young People)** |
| POST GRADE: | £25,008- £28,950 |
| RESPONSIBLE TO: | Development Manager (Partnerships) |
| RESPONSIBLE FOR: | Project Officer (Children & Young People), School Games Coordinator |
| LOCATION: | Your normal place of work will be at the registered County Durham Sport office, Sjovoll Centre, Pity Me, Durham, but you may be required to travel throughout the county, as required. |

**RELEVANT TO THIS POST:**

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| CONTRACT DURATION: | The post is fixed term (2 years from June 2020), subject to funding |
| CONTRACTED HOURS: | Available either on a full time basis, or a flexible working basis subject to discussion (e.g. 4 day week, job share) |
| DBS CHECK REQUIRED: | This post is subject to DBS check |

**PURPOSE**

To manage the successful delivery of a range of children and young people programmes in educational and community settings and to ensure all project outcomes are met, monitored and evaluated in line with contractual obligations and local need. Using the results to shape local policy and practice and reflect the needs of young people as well as to develop funded sustainability plans with new and existing funders.

To act as the safeguarding and equality lead within this area of operations and support the Development Manager (Partnerships) to deliver an efficient and effective system ensuring compliance, appropriate policies and staff development for internal and external personnel.

**MAIN DUTIES AND RESPONSIBILITIES**

**Programme Management and Delivery**

1. Plan, co-ordinate and manage the delivery of CYP programmes.
2. Line manage staff associated with our CYP programmes and interventions (including oversight of consultants) such as Primary School Support, School Games, Leadership and Volunteering, Satellite Clubs.
3. Produce reports, presentations and information as required by the organisation and external partners to report against performance targets.

**Safeguarding and Equality**

1. Develop and embed Sport England’s Safeguarding practices into the organisation as a whole including development of existing Safeguarding policies, standards and procedures learning from and influencing partners.
2. Develop and embed Sport England’s equality, diversity and inclusion practices into the programme area learning from and influencing partners.
3. Provide advice to the Development Manager (Partnerships) on the implementation of the whole organisation approach to Safeguarding and Equality from best practice in the programme area.
4. Build Safeguarding and EDI capacity and improve practice, through provision of guidance, briefings, workshops and coaching of colleagues, consultants and partners.
5. Play a key role in Safeguarding and EDI compliance, including preparing appropriate issues for the MD, Board and Development Manager (Partnerships).

**Insight and Communication**

1. Use evidence from programmes to make recommendations and shape future delivery and policy through shared learning to better meet the needs of young people.
2. Use appropriate data, insight and research to understand the motivations, behaviours and priorities of target audiences.
3. Ensure the promotion of programme learning (using appropriate data and tools) with funders and potential funders to develop new funding opportunities, write bids and projects.
4. Liaise with other officers across the county and in other Active Partnership areas to ensure the effective internal and external promotion and communication of programmes and interventions.
5. Ensure marcomms plans are embedded into all programmes

**Partnership Development**

1. Develop effective partnerships and relationships with partners in the education, sport and community sector, locally, regionally and nationally, to promote evidence based approach to meeting the needs of young people.
2. Work alongside partner organisations to identify opportunities for the development of pilot projects and/or funding bids.
3. Work with partners to set priorities for County Durham’s Children & Young People’s work.
4. Represent the organisation on partnership working groups locally, regionally or nationally, as required including the PE and Sport Alliance, The Youth Sport Trust and Active Partnership Network.
5. Develop partnerships with potential funders and funding networks.

**Other**

1. Provide support as a general team member in relation to the delivery of County Durham Sport events, activities and other projects as required.
2. Undertake any other duties inline with the grade and general duties of the post.
3. Ensure that all work is carried out in accordance with the organisations Health and Safety and Equality policies.

**PERSON SPECIFICATION**

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| POST TITLE: | **Programmes Coordinator (Children and Young People)** |

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| **QUALIFICATIONS AND EXPERIENCE** | Essential | Desirable |
| Qualified to degree level or equivalent qualification in a relevant area |  |  |
| A minimum of 5 years’ experience working and/or researching in the sport, physical activity, youth, community or education sector |  |  |
| Relevant Safeguarding qualification (minimum level 3 vocations, or NSPCC designated safeguarding officer or equivalent) |  |  |
| **KNOWLEDGE AND SKILLS** |  |  |
| Experience of working with schools and/young people in sport and physical activity |  |  |
| Knowledge and understanding of safeguarding and child protection principles and practices |  |  |
| Knowledge and understanding of equality, diversity and inclusion and application in practice within the programme delivery context |  |  |
| Experience of managing people, teams or external commissions |  |  |
| Demonstrable experience of effective and meaningful community or educational engagement and consultation. |  |  |
| Excellent planning, organisational, project management, monitoring and reporting skills |  |  |
| Excellent problem solving and analytical skills |  |  |
| Excellent written and oral communication skills, including the ability to write and present effectively |  |  |
| Understanding of and commitment to the application of evidence-based approaches |  |  |
| A good understanding of sport, physical activity and the wider sporting landscape |  |  |
| Experience of developing funding proposals and seeking funding opportunities |  |  |
| Experience of and ability to develop effective, professional relationships including influencing, advocacy and negotiation |  |  |
| Confident and capable in the use of ICT systems and software  Commitment to CPD |    |  |
| **PERSONAL ATTRIBUTES** |  |  |
| Ability to work independently and on own initiative |  |  |
| Ability to work as part of a small or multi-partner teams |  |  |
| A positive, highly motivated, flexible and “can do” attitude |  |  |
| Ability to work to tight deadlines |  |  |
| A demonstrable and firm commitment to the aims, values and policies and procedures of County Durham Sport |  |  |
| **OTHER** |  |  |
| Full driving licence, access to a suitable vehicle and appropriate insurance. |  |  |
| Will be occasionally required to work outside of office hours |  |  |