



Premier League Primary Stars - Job Description

Post:	Community Officer – Premier League Primary Stars
Employer:	Walsall FC Community Programme (WFCCP)
Responsible to:	Walsall FC Community Manager (Education)
Main Purpose:	To ensure delivery of the WFCCP Premier League Primary Stars Programme within the Borough of Walsall and support coaching and development of Assistant Community Officers, Modern Apprentice Community Officers and Volunteers.

Job Context:

The post holder will continue to develop the Premier League Primary Stars programme and Primary School related activities within Walsall undertaking the Strategic development objectives of WFCCP and current contract obligations. The post holder will ensure the continued improvement in standards of service delivery through participation via school links, coach education and mentoring, community club development. They will also be expected to have knowledge of bid writing and report writing.

Purpose of Post:

To manage and oversee all aspects of the Premier League Primary Stars programme. The aim of the role is to manage and drive forward the quality of PE for Primary School pupils in Walsall. A focus will be placed on the delivery of KPS's and monitoring and evaluating of the programme. To work in close partnership with key partners, colleagues and stakeholders to ensure the highest quality standards of delivery and innovation. This is a fantastic opportunity for a candidate looking to demonstrate their capability in staff and project management and to gain valuable experience working within an innovative EFL Community Programme.

Duties:

- To deliver the requirements for Premier League Primary Stars funded projects.
- To be Lead Deliverer/Development Officer for the Premier League Primary Stars
- To take a lead in the organisation, planning, promotion and delivery of activities.
- To develop School PE and Premier League Primary Stars related activities.
- Mentor Assistant Community Officers, Modern Apprentice Community Officers and Volunteers and oversee staff CPD.
- To assist in the development of sports provision in designated communities and/or with target groups, particularly Within Schools. (Including Multi-Sport).
- To undertake the safe delivery of sports activities to current governing body standards and codes of practice.
- To ensure health and safety guidelines are enforced.
- To work with local schools and involve them in WFCCP Junior Team sessions including Match Visits, Ball Boys, CPD days.
- To work with the Community Manager for Education to offer FFD to local schools.
- To create a structured link with local organisations to develop Sport, and FFD, across Walsall.
- Assist Community Manager in dealing with customer suggestions and complaints in a prompt and courteous manner.
- To be prepared to work in the evening and weekend on a regular basis.
- Ensure participation registers are correctly completed.
- To prepare session plans, evaluations and information as required.
- Complete any M&E systems as required for the role.
- Maintain all relevant equipment.
- Answer telephones; deal with general enquiries, office cover and taking messages as required.
- Update the Walsall FC Community website and social media accounts
- Respond to email enquiries to WFCCP address.
- Promote the value of sport in the community.
- To work closely with all staff members in organising WFCCP activities.

- To gain knowledge and complete funding bids for WFCCP activities.
- To undertake any other duties the job may require.**

Hours of Work:

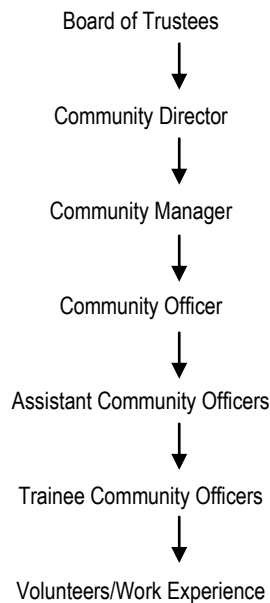
35 hours per week including evening and weekend work.

Whilst normal office hours generally apply, you will also be expected to be flexible in working additional hours when needed for occasional one off events, when time off in lieu hours may be accrued.

Summary Person Specification:

1. A minimum of Level 3 in PE and School Sport (PESS)
2. A minimum of a National governing body Level 2 qualification (Cricket/Tennis/Basketball etc)
3. A recognised up-to-date First Aid Qualification.
4. An up-to-date CRB clearance
5. An up-to-date FA Child Protection certificate.
6. Experience of working/engaging young people in a coaching environment.
7. Ability to work development plans.
8. A minimum of 3 years proven PE delivery experience.
9. A proven experience of working/engaging with young people at a community level.
10. The ability to motivate individuals.
11. Good verbal and written communication.
12. Ability to function in a team.
13. Good organisational skills.
14. An understanding of IT skills.
15. Experience of public relations, promotion and marketing.
16. A commitment to equality in sport and active recreation.
17. A commitment to work unsocial hours.
18. A current full driving licence is preferred but not essential.
19. A quick contact point.

Organisation Chart:



I accept and agree this job description:

Signed: Date:



Premier League Primary Stars

Print Name:

Signed: (WFCCP) Date: