

<b>Sports Programme Co-ordinator</b>	
<b>Reporting to</b>	Partnership Development Manager
<b>Contract</b>	Fixed Term until 31 <sup>st</sup> August 2024 (in the first instance)
<b>Salary</b>	£24,217
<b>Purpose of Job</b>	<ul style="list-style-type: none"> <li>■ To undertake the School Games Organiser role to support the development and delivery of the National School Games outcomes.</li> <li>■ To strategically lead the development and delivery of programmes including Community &amp; Holiday Activity programme and Health &amp; Wellbeing programme.</li> <li>■ To represent Manchester as the Active Education Lead.</li> <li>■ To assist and support the Partnership Development Manager.</li> <li>■ To support the delivery of intra and inter school competition making links where appropriate with external agencies with an extended reach to incorporate Sport, Health, Wellbeing, Personal and Workforce Development.</li> <li>■ To co-ordinate Manchester and Greater Manchester entries for GM competitions and events.</li> <li>■ To support the development of young leaders and the Manchester Ambassador programme.</li> <li>■ To provide administration support to TeamMCR and Manchester Schools' PE Association (MPEA) inclusive of website updates and electronic systems.</li> </ul>
<b>Key Tasks – Operational</b>	
1.	To support the delivery and development of TeamMCR projects particularly linked to competition, sport, physical activity, wellbeing, workforce, community events in Manchester.
2.	Plan and deliver the Manchester's School Games programme in line with local, regional and National outcomes: <ul style="list-style-type: none"> <li>- attend CPD</li> <li>- Meet reporting deadlines</li> <li>- To use the School Games networks effectively</li> </ul>
4.	To develop & deliver a TeamMCR Community & Holiday Activity programme in Manchester.
5.	To represent TeamMCR as the Active Education Lead.
6.	To provide administrative support to the Manchester Schools' PE Association: <ul style="list-style-type: none"> <li>- Support leagues as required</li> <li>- Keep <a href="http://www.manchesterschoolspe.co.uk">www.manchesterschoolspe.co.uk</a> and digital systems updated with events and information</li> <li>- Maintain data collection and impact of events</li> <li>- Liaise with schools and other organisations</li> </ul>
7.	To ensure Risk Assessments for activities, competitions and events are in line with TeamMCR requirements and are updated where necessary.
<b>Key Tasks – Communications</b>	
8.	To ensure effective communication as appropriate with schools and key partners.

9.	To liaise with schools, further and higher education, community organisations, industry, and other relevant external bodies.
10.	To represent TeamMCR and Manchester Schools' PE Association views and interests.
<b>Key Tasks – Quality Assurance</b>	
11.	To assist schools in achieving the National School Games Mark
12.	To utilise quality assurance procedures and to ensure adherence to those within TeamMCR.
13.	To seek/implement modification and improvement where required.
<b>Key Tasks – Management Information</b>	
14.	To collect and report on appropriate data for TeamMCR, MPEA and School Games.
15.	To provide the Programme Manager and PDM with relevant information relating to the performance and development of competitions/events which can be reported to the Board of Trustees.
<b>Key Tasks – Marketing and Liaison</b>	
16.	Liaison and marketing of activities, e.g. the collection of material for press releases and social media.
17.	To actively promote the development of effective links with schools and external agencies.
<b>Key Tasks – Management of Resources</b>	
18.	To utilise the available resources of space and equipment efficiently, organising and maintaining equipment, and keeping appropriate records.
19.	To work with colleagues to ensure that competitions and events are resourced appropriately.
<b>Standard Duties -</b>	
20.	To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
21.	To uphold and promote the values and the ethos of TeamMCR and host site.
22.	To implement and uphold the policies, procedures and codes of practice of TeamMCR and host site, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
23.	To take a pro-active approach to health and safety, working with others in TeamMCR and host site, to minimise and mitigate potential hazards and risks.
24.	To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
25.	To attend and participate in relevant meetings as appropriate.
26.	To undertake any other additional duties commensurate with the grade of the post.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main accountabilities and expectations for the post.



This job description will be reviewed as and when necessary in accordance with the needs of the academy, TeamMCR, Manchester PE Association and School Games

**Date of Issue:** September 2022

