



**Boston United Football Club Community Foundation
Job Description**

Job Title	PE & School Sport Lead	Salary	Competitive
Reporting to	Assistant Community Manager	Contract	Permanent
Responsible for	Project delivery staff / Work Experience	Hours	35 per week
Location	The Jakemans Community Stadium, Boston and other locations due to the nature of the role.		

Job Purpose:

Coordinate and deliver within the Schools programmes and core related activities including Premier League Primary Stars and other school projects based in primary, secondary and special school settings.

The role is to manage, develop, co-ordinate, deliver and evaluate the Premier League Primary Stars programme and other school-based projects. The Primary Stars programme uses the power of the Premier League and Boston United Football Club to inspire and engage schools, teachers, and pupils through high quality delivery. Working closely with the Community Foundation team to increase delivery of our school-based provision across Boston and surrounding areas.

The post holder will also be expected to deliver at a range of other Community Foundation sessions and projects, both outside of school settings and during the school holidays.

Main Duties & Responsibilities:

Schools Programme including Premier League Primary Stars

1	Ensure all the objectives of the Annual Premier League Primary Stars Delivery plan are achieved, monitored, and evaluated
2	To engage further new schools across Boston and the surrounding areas to be involved with the Premier League Primary Stars programme and the Community Foundation's Schools programme.
3	Provide high quality curriculum and cross curriculum programmes to improve sport, physical activity and health and wellbeing.
4	To support the wider delivery of the Community Foundation's main objectives in the community.
5	Complete administration tasks related to the school programmes and school provisions, including designing high quality sessions plans, producing after school letters, generating school service level agreements, creating impact examples and inputting data on data management systems
6	Deliver minimum 6-week programmes supporting teachers in delivery of PE lessons at their school.
7	Deliver a range of targeted interventions such as Lunchtime Clubs, After School Clubs, Maths, English and PSHE sessions.
8	Develop and deliver a range of social action projects.
9	Coordinate, organise and deliver annual School Football Tournaments



10	Support Community Foundation Coaches delivering the Premier League Primary Stars programme and to provide quality development and observations to support them.
11	Facilitate a FA Primary Teachers Award courses for local teachers.
12	Deliver a range of educational activation events such as collapsed Curriculum days and anti-bullying workshops.
13	Complete mid-year and end of year Premier League/National League reports and data submission.
14	Compile impact reports and case studies from the Premier League Primary Stars programme.
Community Coaching	
15	Support the Community Foundation Team by planning, preparing, delivering at a range of community sessions including School Holiday Activities and Community Football Sessions.

Personal Specification		
	Essential	Desirable
Education & Qualifications		
FA Level 2 in Coaching Football	✓	
Educated to degree level (in a relevant subject)		✓
Level 3 Certificate in Supporting the Delivery of PE and School Sport.		✓
Professional teaching qualification		✓
L2 Multi-skills qualification		✓
Knowledge and Experience		
Experience of delivering curriculum and extra-curriculum programmes in schools		✓
Experience of coaching sport in schools and/or the community	✓	
Experience of managing and building relationships with schools	✓	
Ability to plan, prioritise and manage whilst being adaptable to meet delivering and reporting deadlines		✓
Excellent presentation skills using ICT and other online resources		✓
Skills and Abilities		
Excellent communication and interpersonal skills	✓	
Ability to work individually and as part of a team	✓	
Excellent organisational skills and attention to detail	✓	
A drive to help people achieve their goals	✓	
Willingness to work unsocial hours, including evenings and weekends	✓	
Other		



Must satisfy relevant pre-employment checks including two satisfactory references and Enhanced DBS Check.	✓	
To hold a current full driving licence.	✓	
Must be able to recognise discrimination in its many forms and adhere to the BUFCF equality & diversity policies.	✓	
If the post holder doesn't not have the Level 3 Certificate in Supporting the Delivery of PE and School Sport, they must be willing to work towards achieving it.	✓	
To have knowledge and understanding of health and safety issues and to follow the policies and procedures of Boston United Community Foundation in such regard.	✓	
Undertake other duties as required ensuring efficient work on behalf of the Boston United Community Foundation team	✓	

Control of Resources	
Staff	The employee is responsible for supervising all delivery staff while working on the schools' projects.
Work Experience	The employee is responsible for working with the Assistant Community Manager supervising work experience placements and integrating them into the schools programme.
Equipment	Manage Boston United Community Foundation's equipment, which is necessary for the effective delivery of this role.
Monitoring and Evaluation	The employee is accountable for overseeing the production of the necessary reports recording participants and attendances at project activities, delivered by Boston United Community Foundation's Schools projects. The employee has overall responsibility for ensuring that the schools data is collated to be inputted in the organisations monitoring system.
Financial	The employee is responsible for budgetary control relating to expenditure on the schools' projects, in accordance with any funding applications and the financial regulations and procedures of Boston United Community Foundation.
Health/Safety /Welfare	The employee is responsible for the health, safety and welfare of themselves and others whilst at work in accordance with the Boston United Community Foundation Health & Safety Policy.
Equal Opportunities	The employee is responsible for their own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with Boston United Community Foundation's Equal Opportunities & Diversity Policy.
Training & Development	The employee is responsible for assisting in the identification of their own training and development requirements in conjunction with the Assistant Community Manager.

Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

**Safeguarding Statement**

Boston United Football Club Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

Equality Statement

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