****

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** | **Physical Education Officer** | **Department** | Sport and Physical Activity |
| **Position and****reporting line** | Senior Physical Education Officer | **Salary** | Band 2 – (SCP 5-8) currently - £18,231 - £21,105 |
| **Type of Contract** | 12 months (Extension subject to further external funding secured each year)Full Time, 37 hours per week – flexible with TOIL for evening and weekend work | **Location** | Blackpool FC Community Trust, Seasiders Way, Blackpool, FY1 6JJ  |
| **Closing date** | Thursday 12th September, 5pm | **Interview date** | Friday 20th September 2019 |
| **How to apply** | Please email the Community Trust for an application form:jobs@bfcct.co.ukand return the completed form to Chris Debar (Senior Physical Education Officer)chris.debar@bfcct.co.uk or post it to: Blackpool FC Community Trust, F.A.O. Chris Debar, Senior Physical Education Officer, Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ.**This job will be subject to satisfactory references and enhanced DBS procedures.** |
| **Purpose of role** | Blackpool FC Community Trust is the charitable arm of Blackpool FC, with a focus on engaging, developing, inspiring and supporting the people of Blackpool to live better lives.Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children, young people and adults involved across all of our programmes and expects all staff and volunteers to share this commitment.This post will deliver a range of sporting sessions in local schools and nurseries, to enhance the offer of sporting opportunities for young people in Blackpool, whilst also educating and supporting teachers in delivering best practice procedures to up skill and inspire all to get involved in high quality PE delivery within schools. The post holder will have a broad range of experience in delivering high quality sport and PE provision, whilst also having a good knowledge of health-related activity, to be used to inspire the people of Blackpool to live a healthy lifestyle. The job holder will play a powerful and influential role in many young people’s lives by promoting the Community Trust and its values. |
| **Key Tasks** | * Facilitate the professional development of local primary school teachers, to increase their skill level to deliver PE lessons by working 1 to 1 to tailor individual learning plans.
* Delivering high quality PE, sport and physical activity sessions in local primary schools, with a range of participants and classes.
* To plan, oversee and deliver festivals/events throughout the school year.
* To deliver CPD workshops to school staff throughout the year, including planning, designing and delivery of the workshops.
* To co-deliver school holiday sports camps.
* To complete a termly statistics form and any other relevant evaluation requirements
* To meet with school staff prior to their support starting in order to find out their requirements and ensure the relevant process is carried out
* To comply with the Community Trust approach to P.E, using the AfPE ‘Head-Hands-Heart’ concept and applying it into all P.E curriculum provision we provide
* Adhering to Community Trust policy and procedures
* To comply with the Community Trust approach to safeguarding children and young people

**Additional** * To perform other duties as reasonably assigned or under the authority of the senior management team.
* Develop and maintain effective working relationships across whole delivery team
* Must undertake any necessary internal or external training in accordance with company procedure/policies.
* Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way.
* To at all times represent Blackpool FC Community Trust in a professional manner regarding dress, presentation, personal hygiene, conduct and professionalism.
* Post holder must be available throughout the school year and take annual leave during school holidays, unless for valid reason, to be agreed with Chief Executive.
* Post holder must be available to work evenings, weekends and bank holidays when needed.
* Post holder must have a valid driving license and use of vehicle to carry sports and classroom equipment to sessions.
* Post holder will be required to undertake an enhanced disclosure from the Disclosure and Barring Service.
 |
| **Essential Criteria** | **Qualifications*** Hold at least one Level 2 NGB coaching qualification
* Hold the Level 2 Multi-Skills Coaching Award/Certificate
* P.E relevant qualification
* Coaching qualifications in more than one sport
* Full UK driving licence
* Access to a car
* Current safeguarding qualification (or must be willing to complete one immediately if offered the role)

**Experience*** Experience of delivering high quality PE sessions within primary schools (essential)
* Experience of working with school teachers and other members of staff working in schools (desirable)
* Experience of mentoring (desirable)
* Relevant experience of delivering a range of sports coaching sessions, within a sports development environment (desirable)
* Activity planning, project management and staff management (desirable)
* Experience of delivering commercially viable coaching schemes (desirable)
* Experience of writing reports and excellent IT skills (desirable)
* Firm knowledge and understanding of National Curriculum Primary P.E (essential)
 |
| **Desirable Criteria** | * Experience of working in the Charitable sector
* Previous experience working at a Football Club Community Trust / Foundation
* Experience in managing challenging behaviour
* Sports Degree in any discipline
 |
| **Competencies** | * Works collaboratively with other and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust.
* Persuasively communicates with others in an open, clear, concise and purposeful way to build effective relationships and gain support and ‘buy in’ for ideas.
* Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust.
* Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust.
* Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust.
* Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust.
 |
|  | Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation in order to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data we collect and how we use the data please email selina.hayes@bfcct.co.uk.  |
| **Employment benefits** | * Free match day ticket to Blackpool FC Home games
* Membership to Perkbox
* 28 day’s annual leave (inclusive of 8 days bank holidays)
* Community Trust uniform
* Use of work laptop
* Casual car user allowance for work related expenses.
* Support with work related CPD opportunities.
 |