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Job Title: Partnership Operations Manager

(School Sport & Physical Activity)

Section: West Norwich & Dereham School Sport Partnership

Salary Grade: I (£27,453-£29,060)

Hours: 37 hours per week, term time plus 2 weeks

Fixed term for 1 year in the first instance.

Base: Taverham High School, Hockey Pavilion

Responsible to: Partnership Development Manager

**Post Purpose**

The Partnership Operations Manager (POM) will oversee the core delivery of the school sports partnership for the West Norwich & Dereham SSP, leading on the delivery of the School Games activity in the partnership as well assuming responsibility for projects in and around PE, School Sport and Physical Activity.

The role is to support the SSP member schools, continuing and developing opportunities for all young people in the area, whilst managing the daily operations of the partnership and its staff.

Duties & Responsibilities

* Sustain, develop and improve the level of Client Success/Experience of the SSP for SSP member schools.
* Functionally develop, coordinate and deliver the Norfolk School Games offer within the SSP – delivering School Games activity/opportunities as per the national School Games & Youth Sports Trust frameworks
* Develop and enhance the provision of a comprehensive competition calendar, leading and supporting the delivery of a range of events, competitions, festivals and training opportunities aimed at including all Primary school children.
* Support Primary Lead PE teachers and Heads of PE to provide best practice and get the most from the local offer.
* Effectively deploy resources within the SSP to assist with the development of the Partnership, to include the line management of staff members.
* Work towards the School Games Organiser Outcomes list for each academic year, managing projects and activities to enhance the SSP offer. This will include School Games Mark / Leadership opportunities / the 60 active minutes agenda / advocacy to key stakeholders & supporting transition points
* Develop and sustain links with local partners, school club links and enhance local partnerships.
* Implement and manage effective monitoring and evaluation across the partnership for a range of projects & delivery.
* Any other duties deemed necessary by the Partnership Development Manager lead to aid the successful development of the SSP.

**Person Specification**

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|  | Essential | Desirable | Method |
| **QUALIFICATIONS**  Minimum of a Level 3 Qualification (eg A Level/Btec National)  Relevant sports of Teaching related degree  Qualified L2 Coach in a minimum of 1 sport recognized by sport England  Further relevant Professional development  Minimum 2 years experience in a sports development/school sport role  First aid qualification  Committed to CPD and willingness to undertake training where necessary  Safeguarding Children training (Sports coach UK) | X  X  X  X | X  X  X  X | Doc  Doc  Doc  Doc  App  Doc  Int  Doc |
| **EXPERIENCE**  Primary / Secondary PE/School Sport experience  Coordinating events, out of school hours learning and school or community sport  Experience of delivering sports competitions – Planning/Delivery experience  Developing relationships with schools  Monitoring / Evaluating impact of support and programme delivery  Sourcing and using additional funding to support the delivery of activity.  Sports Development experiences  Managing budgets to deliver, support and develop programs  Previous management experience | X  X  X  X  X  X | X  X  X | App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int |
| **KNOWLEDGE**  Understanding the National Curriculum for PE – In particular KS1/2  Best practice in Inter School sports events – including time/facility management, participant experience, spectator experience, and post event delivery action points.  Understanding of the structures and working of County Sport Partnerships (CSPs) and School Sport Partnerships (SSPs)  Safeguarding, child development, health & safety and sports equity principles, policies & procedures.  Working knowledge of local, regional and national sports/education organisations.  Relevant leadership, officiating and volunteering accreditations and schemes  Understanding inclusion opportunities and pathways for disabled young people  Working knowledge of Microsoft office – i.e. Excel /Word / PowerPoint and Word. | X  X  X  X  X  X | X  X | App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int |
| **SKILLS & ATTITUDES**  Work under own initiative following tight deadlines.  Excellent organization, planning and evaluation skills  Ability to work independently by using own initiative to solve problems  Ability to work as part of a team  Excellent communication and interpersonal skills, including the ability to develop productive partnerships with individuals and organisations.  Strategic planning and development management skills to impact change  Ability to communicate with senior leaders to influence decisions.  Ability to deliver basic training to staff  Plan, manage and regulate own workload | X  X  X  X  X  X  X  X  X |  | App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int  App/Int |
| **GENERAL**  Able to travel around the WNDSSP Area as required to carry out the role  Understanding at times because of the nature of the work there is a need to work unsociable hours and commitment to doing this where required.  Ability / Qualification to drive Minibus | X  X | X | App  App  App |
| **Factors Not Already Covered**  This job description will be reviewed at least once per year and 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 expectations of the role in relation to the post holder’s professional responsibilities and duties.  Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.  *Must be able to perform all duties with reasonable adjustment, where appropriate, in accordance with the provision of the Disability Discrimination Act 1995.*  *All appointments are made subject to satisfactory references and the completion of an enhanced DBS Check* | | | |