**JOB DESCRIPTION**

**Job Title:** BSix College Sports Officer (Apprentice)

**Salary:** Apprentices will be paid £240 per week based on a 30-hour week, 30 weeks per year (term time) and must be 18-20 years old at the start of the apprenticeship.

**Hours of Work**: You will have a standard working week of a minimum of 30 hours (excluding meal breaks of 1 hour daily) for 30 weeks per year, during term time. You may be required to work outside of normal office hours, at evenings and weekends.

**Location**: BSix Sixth Form College, Kenninghall Road, E5 BP

**Responsible to**: Sports Academy Coordinator (Stev)

**Responsible for**: Assisting with the planning and delivery of college sport partnership events, (WHUFC), sports academy courses and enrichment activity programmes.

The role also includes the study and completion of:

* Level 2 Sports Leadership Award

and/or

* Level 2 Certificate in Gym instructing

**Contractual status**: One-year placement (with the potential for a second year)

The Sport Apprentice will support the organisation and delivery of high quality events and programmes that engage young people in Physical Education and Enrichment Sport.

**Duties and Responsibilities:** The Sport Apprentice will be expected to:

* Develop an understanding of BSix Enrichment and how we plan, promote and deliver our calendar of events
* Contribute to the planning of events, and devising of suitable activities
* Assist in ensuring that the necessary equipment is prepared for enrichment events
* Work with the Sports Coordinator to prepare registers, certificates and risk assessments for enrichment events
* Understand and follow procedures to ensure enrichment events are safe to participate in
* Develop communication skills to engage with college staff and motivate young people taking part in enrichment events
* Assist the Sports Coordinator in the monitoring and evaluation of enrichment events
* Support the Sports Coordinator to promote enrichment events and share news, stories via our website and social media
* Work with the Sports Coordinator to ensure enrichment events are inclusive for all young people
* Promote and support the Sports Academy
* Be a role model to inspire and motivate young people
* Work with the Sports Ambassadors who are assisting at all college events
* Support the development and delivery of physical activity programmes
* Promote fair play and good sporting behaviour

To always represent BSix Sixth Form College in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.

To be able to work flexible and unsociable hours where the role of the job requires

Have an awareness and understanding of child protection procedures

**PERSON SPECIFICATION DESCRIPTION**

1. **QUALIFICATIONS**

**Essential:**

* GCSE Maths & English

**Desirable:**

* Sports Leadership qualification or BTEC Sports L3 Diploma
* Governing Body of Sport Coaching Award(s) and other appropriate training

1. **EXPERIENCE**

**Essential**

* Experience of working with young people

**Desirable**

* Experience of volunteering in sport
* Experience and knowledge of sports leadership
* Experience of working with local community clubs and organisations
* Knowledge of Health and Safety within sport

1. **SKILLS & ABILITIES**

**Essential:**

* Ability to follow written and verbal instructions
* Ability to complete basic paperwork
* Ability to recognise and report problems
* Ability to work with small groups of young people, carrying out specific tasks
* Ability to make straightforward decisions on when to refer queries/problems to another member of staff
* Ability to work independently or as part of a team
* Ability to develop positive working relationships with a variety of people
* IT and administration skills
* Oral and written communication skills

**Desirable:**

* Ability to communicate effectively with a wide range of audiences and sectors
* Ability to plan and prioritise what needs to be delivered
* Ability to take a problem-solving approach
* Ability to use Excel, Word and various databases

1. **PERSONAL QUALITIES**

**Essential:**

* A passion for sport
* Motivated and conscientious with a determination to succeed
* Reliable and approachable
* Good judgement and knowing when to seek advice or support
* A positive, “can do” attitude and flexible approach
* An understanding and commitment to equal opportunities, non-discrimination and accessibility

**Desirable:**

* A positive attitude towards professional development and their own learning
* Creative in problem solving situations together with a willingness to take on or try new approaches and ideas