

North Lanarkshire Leisure Ltd

Job Description

Division:	Business Development
Job Title:	Active Schools Coordinator
Post Reference:	See Advert
Responsible to:	Active Schools Manager
Conditions of Service:	SJC

Job Outline:

- The fundamental aim of the Active Schools Network is to offer children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood.
- Active Schools coordinators are responsible for developing an infrastructure to recruit, support and sustain a network of volunteers, coaches, leaders and teachers who in turn deliver physical activity and sport before, during and after school and in the wider community.

Main Duties and Responsibilities:

1. To promote the Company's Core Values through personal behaviour and by challenging behaviour in others that is contrary to the core values.
2. Ensuring that the Company's policies, procedures and guidance are followed at all times.
3. Work closely with school senior management team(s) to ensure the aims and outcomes of Active Schools are delivered.
4. Work in partnerships with Early Years, Quality Improvement Officers, Schools and PE to support the effective integration and planning of Active Schools and school sport in North Lanarkshire.
5. Build a sustainable volunteer network for Active Schools within the school and wider community through retaining existing effective volunteers and recruiting new volunteers to deliver quality Active Schools sessions. Provide volunteer training and support and identify progression pathways for interested volunteers.
6. Work in partnership with key national and local partners to integrate plans to develop opportunities for all children across North Lanarkshire to participate in physical activity and sport and enable the creation of pathways from school to the wider community.
7. Work with Scottish Disability Sport, SGBs, sports development professionals, local sports councils and sporting organisations to support integrated sports specific pathway plans.
8. Identify and develop an understanding of the needs of children and young people in relation to sport and physical activity amongst 'hard to reach' groups. Support the implementation of targeted activities to meet the needs of 'hard to reach groups' and increase participation.
9. Lead a process of Community Engagement within an area, through networking opportunities for those working within sport and physical activity. Facilitate opportunities for partners to meet, share good practice and exchange ideas to help key partners and delivery agencies address issues, improve collaborative working and ultimately enhance levels of participation and quality of provision.
10. Contribute to the development, implementation and monitoring of the Active Schools Annual Action Plan

11. Produce and monitor joint cluster plans and ensure this is reflected within school development plans.
12. Source additional funding opportunities to further enhance Active Schools and manage and allocate an operational budget to an agreed Active Schools Action Plan.
13. Contribute to the effective monitoring, evaluation, reporting and communication process at both operational and strategic level.
14. Ensure Active Schools and school sport has a high profile within North Lanarkshire Leisure.
15. To adhere to all company policies and procedures, including undertaking such duties and responsibilities as required under the Health & Safety at Work Act 1974, including undertaking risk assessments and introducing safe systems for the services delivered.
16. To attend appropriate training courses to ensure continuous professional development and attend conferences, seminars and meetings to further the aims of the service.
17. Undertaking such delegated duties as may be decided by NLL and such other duties as may be required.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.