

# National Volunteer for Schools, Youth and Community Development

## ROLE DESCRIPTION

### 1. Job Purpose

The National Volunteer for Schools, Youth and Community Development will support to delivery of England Athletics Schools and Community based programmes across the country. They will be required to effectively support the development and implementation of Youth and Schools Competition and Awards programmes, work with key external partners to promote Schools and Youth Development and support the ongoing review of youth development resources. In addition they will also be required to support the National Community Programme Manager with the roll-out and implementation of the National Satellite Club Programme and other community programmes as required.

### 2. Accountability

The National Volunteer for Schools and Youth Development will be accountable to the National Community Programmes Manager and the National Coach Mentor for Youth Development. They will work in partnership with key England Athletics national staff, National and Area Coach Mentors, Run in England, Sportshall, British Athletics, Athletics Networks, Regional Council Members, Licensed coaches, Licensed Technical Officials, Athletics Clubs, County Associations, Youth Sports Trust, AfPE, Local authorities, County Sport Partnerships, Schools and Sport England as required.

### 3. Key Role and Responsibilities

- *To assist in the review and development of the Youth Competition and Awards Resources (SportsHall, Track and Field and Endurance)*
- *To assist in the promotion, roll-out and implementation of the Youth Competition and Awards Resources in Schools and Clubs (including training and education for EA staff, teachers, schools, SGO, etc)*
- *To assist in aligning all existing Awards and National Competition Entry standards with the Power of 10*
- *Support the National Coach Mentor with the review, development and implementation of existing club based Youth Development Resources*
- *To assist in the roll out and implementation of the England Athletics Satellite Club Programme*
- *To assist in the development and updating of volunteer support programmes*
- *To support in reviewing the impact of club and network development programmes and making recommendations for the future direction of these ahead of the 2014-15 operational year*
- *To collect associated data and examples of good practice relating to assigned project work*
- *Support British Athletics in the Review of the Academy website and associated resources*

- *Provide regular updates (monthly) on Schools, Youth and Community Development to internal staff and external partners (e.g. YST, AfPE, Sport England, etc)*
- *To effectively communicate with key external partners such as ESAA, SportsHall, AAA, . YST, AfPE, Sport England, etc*
- *Support projects across the organisation as and when required (including XX Commonwealth England Project work)*
- *Shadow and support a range of England Athletics departments to gain wider experience and support projects on task-finish basis.*

#### **4. Direct Reports**

The postholder will have no direct reports. However, there may be a need from time to time to manage external consultants to deliver agreed outcomes (post will be supported if this does occur).

#### **5. Location of post**

Field based. Travel within across country but especially in Midlands area will be required. Due to the nature of this job, you must hold a full driving licence and have access to a vehicle (with insurance covering business use).

*NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and can be amended with consultation in the light of the changing needs of the organisation*

## PERSON SPECIFICATION

<p><b>Experience</b></p>	<p>Knowledge and experience of voluntary sports club sector.</p> <p>Experience of working in partnership with organisations in the public, private and/or voluntary sector</p> <p>The ability to communicate corporate strategy goals and objectives effectively with clubs and club committees</p> <p>The ability to devise and develop methods and processes at club level to enable corporate strategies to be delivered effectively</p> <p>A considered and confident approach, with proven ability to motivate and lead others</p> <p>Knowledge and experience in relation to social inclusion and/or community development, preferably in a local government environment</p> <p>Knowledge and experience in of wider volunteer agenda.</p>
<p><b>Skills Knowledge</b></p>	<p>Proficient in the use of all Microsoft programmes to produce documents such as letters, memos, graphs etc</p> <p>Proven ability to work in a pressurised environment under own initiative</p> <p>Excellent organisation and prioritisation skills</p> <p>Full driving licence</p>
<p><b>Communication</b></p>	<p>Ability to present complex written and verbal information in a clear and concise manner</p> <p>Strong presentational skills and ability to promote the organisation with a wide range of individuals and external contacts using a variety of methods</p> <p>A considered and confident approach, with proven ability to motivate and lead colleagues</p> <p>Good interpersonal skills</p> <p>A concern for the promotion of good working relationships</p>
<p><b>Planning and Organisation</b></p>	<p>The ability to plan, organise and prioritise work and resources to ensure deadlines are met effectively and within budget. Able to consistently work to a high standard whilst paying attention to detail.</p> <p>At times able to work long and unsocial hours. Able to undertake</p>

	extensive travel as part of role. Ability to work without direct supervision.
<b>Customer Care</b>	Able to provide an exceptional level of customer service to range of customers and stakeholders. Effective listening skills essential and ability to respond to volunteers and customers' needs as appropriate.
<b>Team Working</b>	The ability to work as part of an effective team and to ensure that the team achieves its performance objectives is essential.
<b>Equality and Diversity</b>	<p>Demonstrate awareness of and ability to work within the company's equality and diversity Policies. Protects confidential information.</p> <p>The ability to interact well with others whilst demonstrating a culture of openness, fairness, equality and empathy for the well being of colleagues and others, including listening, reflecting, checking out understanding and confronting issues without creating conflict.</p>