

Job Description

<u>Job Description:</u>	Community Development Officer
<u>Grade:</u>	SCP 18-21 (£17,714 to £19,742)
<u>Contract:</u>	37 hours per week, full year
<u>Core purpose of the job:</u>	To facilitate community use of the School's facilities
<u>Responsible to:</u>	Finance Manager

Background:

In September 2013 Rainhill High School opened a state of the art 3G floodlit football pitch. This complements the schools other facilities, including a sports hall, arts theatre, IT suites and classrooms, which are already available for community use. In addition the school operates a Liverpool Institute of Performing Arts (LIPA) franchise, which forms part of its community access portfolio.

Working schedule (subject to change):

Monday to Thursday - 2:30pm to 10.00 pm (applicable break to be taken)

Saturday – 9am to 4pm

May be required to work occasional Sunday's with a day off in lieu during the preceding week.

Specific Responsibilities:

- To take and organise bookings by users of School facilities
- Supervise users of the facilities
- Set out equipment as per facility users requirements
- Deliver high standards of customer care
- Provide coaching to Rainhill High School Students and/or other members of the community as part of our after-School and Community Sport programmes.
- Develop community engagement programmes and initiatives in line with School's key targets for community use.
- Liaise with, as appropriate, LIPA Franchise Manager, Liverpool FC Academy and Liverpool FC Foundation to ensure that their facility hire requirements are met.
- Write, and contribute to, funding bids for sports and community use based programmes.

- Plan, coordinate and/or assist with the marketing of the School facilities
- Provide reports and spreadsheets, as required, detailing financial and operational information regarding School lettings and community use programmes
- Undertake the operation of plant as and when required, providing applicable training has been given.
- To be available, as and when required, outside normal working hours, to undertake extra duties in order to accommodate special events, to provide cover during periods of sickness and holidays
- To attend, potentially outside normal hours, appropriate internal and external training as agreed
- To act as a key holder for the School and consequently lock and unlock the building at the times required.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post

This post is subject to Enhanced disclosure

Additional Duties

To be willing to be trained as, and to be one of the School's many, First Aid Officers (for support staff recruited after September 2004)

Any other duties deemed reasonable, as directed by the School Business Manager or Headteacher

Review of Performance

Performance Management reviews will focus on the post holder's responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the St Helens Council Code of conduct for Employees in Schools

Generic Responsibilities of all Rainhill Staff

- To work consistently to uphold School's Mission Statement
- To follow all School Policies
- To work in a cooperative and polite manner with all stakeholders
- To work with students in a courteous, positive, caring and responsible manner at all times
- To follow the Child Protection Procedures. To ensure that children's safety and wellbeing is never compromised
- To be polite, cooperative and positive when communicating to other staff
- To take an active and positive role in the School's commitment to the development

of Staff, and their annual review procedures

- h) To work with visitors to the School in such a way that it enhances the reputation of the School
- i) To seek to improve the quality of the School's service
- j) To present oneself in a professional way that is consistent with the values and expectations to the School

PERSON SPECIFICATION

Community Development Officer

		Essential	Desirable	Identified
Qualifications	• Good standard of general education	√		A
	• GCSE English – 'B' or above	√		A
	• Level 1 Coaching Qualification		√	A
	• Level 2 Coaching Qualification		√	A
	• Customer service related qualification		√	A
	• First Aid qualification		√	A
	• Child Protection training		√	A
Knowledge	• A good understanding of the needs, social skills and motivations of Students at the appropriate age range.	√		A/I
	• Awareness of how to structure and deliver physical activity sessions		√	A/I
	• An understanding of sport equity, health and safety and Child protection	√		A/I

Skills/Abilities / Competencies	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills 	√		A/I/T
	<ul style="list-style-type: none"> • Ability to work on your own and as part of a team 	√		A/I
	<ul style="list-style-type: none"> • Well organised and have the ability to plan ahead. 	√		A/I
	<ul style="list-style-type: none"> • To work effectively with Staff and Students 	√		A/I
	<ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships and personal boundaries with Service users and young people 	√		A/I
	<ul style="list-style-type: none"> • The ability to use Microsoft Word and Excel to a competent standard 	√		A/I/T
	<ul style="list-style-type: none"> • Full clean driving licence 		√	A/I
Experience	<ul style="list-style-type: none"> • Experience of working with young people 		√	A/I
	<ul style="list-style-type: none"> • Experience of working in a School or college 		√	A/I
	<ul style="list-style-type: none"> • Experience of working within a leisure facilities/facility hire setting 	√		A/I
	<ul style="list-style-type: none"> • Experience of planning and implementing a community use programme and/or increasing facility usage 		√	A/I/T
	<ul style="list-style-type: none"> • Experience of being a key holder 		√	A/I
	<ul style="list-style-type: none"> • Sports/Coaching experience 		√	A/I

Personal Qualities	<ul style="list-style-type: none"> • Self-motivated • Flexible • Well-organised • Is willing to commit to further professional development to improve and enhance skills and knowledge 	√ √ √ √		I A/I A/I A/I
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A = **Application Form**
R = **Reference**
I = **Interview**
T = **Test**