

August 2010

Dear Applicant,

**Re: Sports Development Coordinator**

Thank you for your request for further information in respect of Sports Development Coordinator at Bolton School.

The following documents are enclosed:

- Application Form and Guidance Notes for Applicants
- Job Description
- Person Specification
- Terms and Conditions

Please return the completed application form to the Personnel Department or by email to [recruitment@boltonschool.org](mailto:recruitment@boltonschool.org) by **Monday 20 September**. If you would like further information about Bolton School Sports Complex please visit [www.bssevents.com/sports](http://www.bssevents.com/sports).

Please note that the application form is the only information used when short listing for interview. It is therefore very important that you take the opportunity to complete the form as fully and concisely as possible, based on the information given about the vacancy. The decision to invite you for interview is based entirely on the information provided in the application form. We will only consider the information contained on the application form so please do not submit a Curriculum Vitae as this will not be considered.

You will see that the Guidance Notes (enclosed) refer to a number of other documents which relate to the Bolton School Application, Recruitment and Appointment Policy and Procedure. If you would like to view these documents they can be found at [www.boltonschool.org/downloads/](http://www.boltonschool.org/downloads/). Alternatively if you telephone the Personnel Department on 01204 840201 the documents will be sent to you.

If you decide to apply for the position and are selected for interview you will be required to bring the following **original** documentation with you to the interview:

- Certificates confirming any educational and professional qualifications that you have specified on the Application Form, and that are necessary or relevant for the post
- Birth certificate
- Documentary evidence if a name change has occurred e.g. marriage certificate
- Passport or photo driving licence
- Recent pay slip, and
- Utility bill or other similar document with your name and address on it.

Once the vacancy has closed, short listing will take place. Please allow four weeks from the closing date for the completion of this process. Due to the high volume of applications that the School receives we cannot respond to every applicant therefore if you have not received a response within four weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

I trust you have the information you require, but should there be anything else please do not hesitate to contact me.

Yours sincerely

**Nina Jones**  
**Personnel Assistant**



## **JOB DESCRIPTION**

### **SPORTS DEVELOPMENT COORDINATOR**

### **ARTS AND CONFERENCE CENTRE**

#### **MAIN PURPOSE OF JOB:**

To manage and develop the commercial sports facilities out of School hours, during holiday periods and weekends. To act in a sports advisory capacity and to oversee commercial lettings. To retain existing contracts and actively market the sports facilities for additional lettings. Increase the range of sports and activities provided through effective business planning, budgetary control and building effective relationships with customers. Helping to ensure the timetable is consistently full in conjunction with the Arts and Conference Centre management team. The provision of coaching and advice to customers as required.

#### **MAIN DUTIES:**

- To be responsible for all aspects of the commercial sports activities, including recruitment of staff, budget management, key performance indicators, promotion and marketing of the facilities to ensure maximum usage and ensuring the smooth running of day-to-day operations.
- To ensure all sports are delivered to industry and awarding body standards, and monitoring through quality assurance checks to ensure continuous improvement.
- To be the principal manager on duty within the sports facility out of School hours to include evenings, weekends and holiday periods.
- To research, develop, manage and market new and existing business for the facilities in conjunction with the Events and Lettings Manager in order to inspire and motivate stakeholders and potential customers. To be responsible for initiating and developing contacts with a wide range of external and internal stakeholders in order to generate business and therefore income.
- To develop, promote and facilitate training and coaching opportunities. To lead and deliver sport activities in accordance with client needs or where a business opportunity has been identified.
- To ensure that all sports organisers and visitors act in a safe and responsible manner whilst on the premises.
- Prepare and present reports to various levels of management, school staff and Board Members.
- To ensure the relevant equipment is set up and cleared as required by users.
- To ensure the sports hall and pool equipment is maintained
- To be responsible for all health and safety requirements for commercial sports activities. To manage sports complex staff, to include lifeguards, sports attendants, and swim teachers, giving direction and support for the role as well as undertaking Performance Development Reviews.
- To ensure that staff maintain a safe and clean environment in the sports complex at all times.
- To co-ordinate the current lifeguard training sessions.
- To undertake the HSC approved First Aid Certificate (4 day), defibrillator training and any job related health and safety training when required.
- To provide cover as Duty Manager when required.
- Line management responsibility and timetabling for the Sports staff including the sports assistant, lifeguards, swim teachers and casual staff.
- To carry out other duties as required by the Events and Lettings Manager.
- To take responsibility for promoting and safeguarding the welfare of the children and young people in School.



**PERSON SPECIFICATION**

**SPORTS DEVELOPMENT COORDINATOR**

**ARTS AND CONFERENCE CENTRE**

<b>EDUCATION/TRAINING/QUALIFICATIONS</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE Application Form, Interview, Reference</b>
Appropriate professional qualification in related discipline at NVQ Level 4 or equivalent.	E	AF
Recognised sports coaching qualification in at least one sport/activity.	E	AF
BSC approved First Aid Qualification.	D	AF
RLSS National Pool Lifeguard Qualification.	D	AF
<b>KNOWLEDGE/EXPERIENCE</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Ability to business plan, including budget setting and monitoring.	E	AF/I/R
Previous experience of managing a leisure facility and/or managing sporting events.	E	AF/I/R
Good knowledge of sport and the ability to organise and coach as required.	E	AF/I/R
Experience of supervising/managing staff.	E	AF/I/R
Experience of working with children and adults in a sport related environment.	E	AF/I/R
Knowledge of health and safety requirements in a sports related environment.	E	AF/I/R
Experience in a sales or business development role with effective marketing skills.	D	AF/I/R
A good working knowledge and proficient in Microsoft Office applications specifically Word and Excel.	E	AF/I/R
<b>PERSONAL SKILLS AND ATTRIBUTES</b>	<b>ESSENTIAL/ DESIRABLE</b>	<b>EVIDENCE</b>
Excellent communication skills, verbal and written.	E	AF/I/R
Good level of fitness and a keen interest in sport.	E	AF/I/R
Excellent organisational skills with ability to use own initiative and prioritise workloads.	E	AF/I/R

Creative and innovative with the ability to manage change and adapt positively to cultural and organisational change through effective planning.	E	AF/IR
Willingness to work flexibly and during evenings and weekends.	E	AF/IR
Commitment to customer service and quality.	E	AF/IR
Good interpersonal skills, including the ability to develop and maintain excellent relationships with staff, partner organisations and customers.	E	AF/IR
Caring and kind especially in relation to children.	E	AF/IR



## **TERMS AND CONDITIONS**

### **SPORTS DEVELOPMENT COORDINATOR**

### **ARTS AND CONFERENCE CENTRE**

#### **SALARY**

The starting salary will be between point 23 and point 28 (£20,198 and £23,708) on the Bolton School Support Staff Salary Scale, dependent on skills and experience.

#### **HOURS OF WORK**

35 hours per week. Hours of work will be variable according to the needs of the business and will involve evening and weekend work.

#### **HOLIDAY**

33 days annual holiday including eight public holidays.

#### **LINE MANAGEMENT**

Events and Lettings Manager

#### **PENSION**

The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution. All members however will be required to contribute a minimum of 6% of their gross earnings and the School will contribute 9%.

#### **OTHER BENEFITS**

- Where appropriate fee remission arrangements will be offered for up to two children to attend the Senior School.
- Convenient, affordable, quality childcare provision will be available before and after the school day.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- The opportunity to take part in the Childcare Voucher Scheme will be available.
- Life Assurance cover.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

Applicants will be required to complete a medical questionnaire and an enhanced Police check will be carried out through the Criminal Records Bureau. The School will seek two references prior to the interview. The successful applicant will be required to complete a six month probationary period.