**Job Capsule Supplementary Information: School Games Officer**

**This supplementary information for School Games Officer is for guidance and must be used in conjunction with the Job Capsule for**

**Job Family Health and Community Job Zone Three Level One Camden Way Category 2. Contract details 0.6 FTE, fixed term 2 years.**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

This role leads the development of sport and physical activity and competition opportunities in Camden schools for SPA to get more children more active by building capacity in schools to create a more robust delivery system for school sport and physical activity including the deployment of coaches to support and lead delivery, professional learning for teachers and other paid and voluntary staff, leadership for young people and a broad range of competition events. This role is externally funded by The Youth Sport Trust.

**Example outcomes or objectives that this role will deliver:**

**Driving participation in School Games by:**

• Increasing the number of state [and independent] schools participating in the School Games (all schools are eligible to be part of the School Games)

• Ensuring the development of a cultural component in levels 1-3 of the School Games

• Promote ways in which the School Games and competitive sport can contribute to school priorities and support the aspirations and achievements of young people in local schools

Support schools to attain School Games Mark at Bronze, Silver and Gold level.

**Developing competitive opportunities by:**

• Working with the Camden Active Schools Officer to ensure a structured and progressive competition calendar is published, that meets the needs of all young people (especially those less sporty) across the SGO cluster of schools, and increases the number of competitive sport fixtures

• Ensuring the local competition calendar is aligned to club pathways and competition priority formats as defined by the NGBs and work with key stakeholders including Camden School Sports Association (CSSA) and Camden School Sport Federation (CSSF).

• Ensuring the provision of inclusive and targeted opportunities for young disabled people to access competition through the School Games (work with the Project Ability School in Camden)

**Clubs - Increasing and sustaining participation by:**

• Sustaining young peoples’ commitment to an active lifestyle by ensuring all School Games activity at level 1 and level 2 links to a wide range of club and community sport opportunities

• Sustaining, developing and growing the network of Change4Life clubs in both primary and secondary schools

• Ensuring the progression of young people from Change4Life into the School Games at levels 1-2

**Workforce - Broadening the range of participation opportunities by:**

• Developing the workforce required to activate the School Games at all levels locally by providing continuous professional development opportunities:

o Teachers

o Non-teaching staff

o Parents

o Volunteers (working with and through the CSP)

o Young leaders (including young coaches, young officials, and young team managers)

• Providing access to specialist coaches, training and equipment to assist schools (particularly

primary/special schools) in delivering a range of lunchtime and after school Programmes

**Ensuring ongoing systematic monitoring and review of service outputs and reporting to project funders.**

Key Performance Indicators - Set targets for each element of the SGO task list and report on progress against targets.

**Budget and financial management in accordance with LBC processes**

**\*Please note that the above outcomes and objectives are subject to changes that may be enforced as part of the National School Games review.**

**People Management Responsibilities:**

This role may have line management responsibilities for some part time coaches and instructors with full management accountabilities; learning, performance and development. This role will also manage a cohort of volunteers and young leaders. This role has expertise and accountability to give clear directives in terms of outcomes but leaving scope for creative thinking and delivery.

**Relationships;**

This role will develop and maintain strong relationships with the following internal partnerships; Sport and Physical Activity Service colleagues, CSF, Culture, Corporate Communications, Youth Service, Community Safety, Members Office. These will be required at officer level and will focus on increasing participation and developing new opportunities for delivery. And the following external relationships and partnerships; Camden School Sport Association, Camden Secondary Schools Federation, Schools, teachers and other school staff, parents, sports clubs and community based providers of physical activity, local ward councillors, relevant Cabinet Members, service providers such as GLL, Jubilee Hall Trust, CYMCA, governing bodies of Sport, London Sport and Sport England.

The nature of these relationships and partnerships are likely to be developmentally focused on developing new opportunities for sport and physical activity and improving the service offer.

**Work Environment:**

The work environment will be largely office based at 5 Pancras Square however; the needs of the role are such that offsite competitions, events and meetings with schools, community and delivery partners and work area stakeholders will be a regular occurrence.

**Technical Knowledge and Experience:**

A relevant qualification or extensive relevant experience.

An in depth understanding of health inequality and how sport and physical activity can help to address it in the widest possible sense

Development and maintenance of strategic relationships and partnerships

Ability to convey complex ideas and issues both verbally and in writing to senior managers, partners and elected representatives

The expertise and knowledge in relation to delivering a high quality competition and sports development programme in line with relevant health and safety regulations

Ability to engender a sense of competence and promote enjoyment amongst young people

Managing complex work load including management of complex programmes simultaneously

Good understanding of IT systems, software packages and marketing and communication techniques.

Developing interventions that address inactivity particularly amongst out most deprived community groups and those with complex health needs

Knowledge of need and barriers to participation including equalities issues

Understanding of safeguarding issues and mitigations for working with vulnerable young people

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

•Deliver for the people of Camden

•Work as one team

•Take pride in getting it right

•Find better ways

•Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>