

SENIOR ACTIVE SCHOOLS CO-ORDINATOR			
Reference No.	1172.01	Type	Individual
Service	Education		
Job Family	Professional 2	Grade	FC8

Purpose
To assist the Active Schools Manager to lead and manage the effective integration, management and delivery of the Active Schools Programme within Fife. Working in partnership with key national and local partners to help increase the number of children and young people participating in school and community sport and increase the capacity through the recruitment, retention and development of a network of volunteers to deliver sport in schools and the wider community.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Supporting the Active Schools Manager (ASM) to develop the team's annual action plan by working in partnership with colleagues.	<p>Educated to SCQF level 9 which includes a Degree or equivalent or GTCS Registered</p> <p>Membership of a relevant professional organisation</p> <p>Experience of working as a team formulating strategic plans, delivering and achieving results (Deliver results – See 'How We Work Matters' Framework)</p> <p>Knowledge and understanding of policies and frameworks set out nationally, regionally and locally</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>

Role Profile

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Taking a shared responsibility for ensuring plans are developed and implemented across Fife.	Ability to clearly demonstrate knowledge and understanding of the aims of the Active Schools Network Motivation skills which inspires a strong commitment to working towards the concept of Active School	✓ ✓	
Retaining specific responsibility for one cluster plan ensuring a sporting infrastructure is implemented.	Communication skills Ability to prioritise tasks/meet deadlines and work on own initiative (Take ownership)	✓ ✓	
Co-ordinating the development of key lead areas within the Active Schools team and managing the implementation of the relevant action plans.	Ability to influence Negotiation skills Project management experience	✓ ✓ ✓	
Providing opportunities for all children to participate in physical activity and sport and enable creation of pathways from school to the wider community.			
Ensuring that high quality services are delivered and agreed plans are implemented specifically in key lead areas.	Experience in promoting the role of Sport and Physical Activity as a contributor to community planning (Focus on customer)		✓
Leading and managing the effective integration, planning, management and delivery of Active Schools within Fife working in partnership with national and local partners.	Experience in successful partnership working (Work together)		✓
Leading the development, implementation and monitoring of the Annual Active Schools Action Plan.	Relevant experience in the field of education, health, sport or leisure		✓

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Working in partnership with key stakeholders to identify key areas of focus to help develop Active Schools within Fife.	Ability to provide a regular and effective service	✓	
Representing Active Schools in relevant internal and external meetings where appropriate and as required.			
Implementing, delivering and monitoring a cluster plan within an area.			
Assisting the ASM to ensure Active Schools has a high profile within Fife and recognised nationally.	Ability to identify good practice		✓
Managing the cluster budget and the lead area budgets ensuring that any expenditure is appropriate, within allocated budget limits at all times and that accurate financial records are maintained.	Proven project and budget management experience	✓	
Reviewing actual spend to update budget forecasting. Sourcing additional funding opportunities and providing regular financial reports to ASM.	Confident of using Microsoft programmes (Embrace technology and information)	✓	
	Experience of sourcing funding and writing funding applications		✓
Managing a training and support programme for Active Schools Co-ordinators.	Motivational skills	✓	
	Ability to motivate others	✓	
Mentoring new Active Schools Co-ordinators and developing appropriate plans.	Ability to assist in leading, managing and developing a team	✓	
Leading in recruiting, deploying and managing coaches/deliverers within the Active Schools network.			
Take responsibility for Active Schools Co-ordinator initial attendance management e.g. return to work.			
Leading in managing a sustainable volunteering network and infrastructure for Active Schools within Fife.	Interpersonal skills	✓	

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Supporting and managing the Active Schools Co-ordinator team to ensure systems are in place to develop an appropriate volunteer action plan and that policies are implemented appropriately.			
Supporting the Active Schools Manager to develop, implement and maintain appropriate reporting systems as a means of managing and monitoring performance.	Ability to value and promote equality and diversity within Active Schools and partners Results orientated	✓ ✓	
Supporting the Active Schools Manager in ensuring that Active Schools Monitoring Online (ASMO) is completed to sportscotland.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results