



# Plymouth Argyle Football Club

## Primary Stars Lead Delivery Officer

(East and North Cornwall)

### Job Description:

**Hours:** 40 hours per week; evening and weekend work are a requirement of the post

**Salary:** Range £16,000 - £19,000

**Responsible to:** Assistant Scheme manager (Participation)

**Area:** East and North Cornwall

As part of the sports participation team of Argyle Community Trust you will be responsible for delivering and managing aspects of the Trust's Premier League Primary Stars project and its community sports provision. The main focus will be on the overall educational offer to our schools in Cornwall.

### Key Duties:

Deliver and lead on Argyle Community Trust's Primary Stars programme. This is to include:

- Support the Schools and Participation Officer in developing PL Primary Stars across Cornwall.
  - The delivery of high quality PE and school sport
  - Developing training for schools staff, ensuring staff are competent to deliver
  - Engage and inspire participants (aged 5 - 11) in the programme
  - Develop learning resources for PE, PSHE, Numeracy, Literacy & Enterprise
  - Provide training to schools based on the digital offer available to all schools
  - Liaise with key stakeholders to ensure maximum impact
  - Deliver classroom based interventions.
  - Organise whole school collapsed curriculum days and assemblies.
  - Complete monitoring & evaluation in line with PLCF and the Trust's policies
  - To deliver regular continuous professional development sessions at schools
- The ability to develop and maintain relationships with schools and their staff, including Head teachers, PE teachers and Business Managers
  - Increase unrestricted income from schools through sports provision, educational workshops and stadium based learning.
  - The line management of a team of Community Trust casual coaches in delivering high quality sessions across all of our PE and school sport programmes, in particular the extracurricular delivery.
  - Support and deliver on practical sessions as directed by line manager, including after school clubs, evening sessions and weekend football, if necessary.
  - Work closely with the other full time coaches and officers within the Trust in sharing of good practice, ideas and attend regular management meetings.

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- Quality assurance of all football and sports sessions delivered by the Trust in both counties, making sure the Club's safeguarding guidelines are in place and all compliance measures are enforced.
- Liaise with internal and external partners throughout, including County FAs, Grass Roots Clubs, school staff, School Sports Partnership, Local Authority Sports Development Teams and any other relevant partners in Cornwall.
- Organise and support Special Events to assist in the promotion of the Trust's activities, this may include match days.
- Continually monitor and evaluate all sessions, activities and programmes and adapt delivery accordingly.
- Retain young people in sport by providing guidance on progression, exit routes and further sporting and leisure opportunities based on the young person's interests and abilities.
- Adapt sessions to cater for differing ranges of ability.
- Work to agreed budgets and to targets set in project plans.

**Other duties will be:**

- Complete office and administrative duties when required
- To oversee staff qualifications, which includes first aid, child protection and CRB
- Maintain and organise equipment



Essential skills, knowledge & qualifications	Desirable skills, knowledge & qualifications
<ul style="list-style-type: none"> <li>• Good organisational and time management skills with the ability to work effectively to achieve deadlines and manage expectations</li> <li>• Attended or undertaking AfPE Level 3 curriculum qualification</li> <li>• Ability to deliver KS1 &amp; KS2 Curriculum coaching</li> <li>• Understanding of the National Curriculum (primary schools)</li> <li>• Ability to deliver coaching sessions in a number of settings</li> <li>• Ability to deliver multiple projects</li> <li>• Good communication skills</li> <li>• Ability to develop new projects and sustain existing programmes</li> <li>• Ability to manage a team of casual and voluntary staff.</li> <li>• Experience of involvement in projects/events</li> <li>• ICT Skills</li> <li>• Understanding of sports equity</li> <li>• General appearance: smart and able to command respect</li> <li>• Evidence of a good attendance record</li> <li>• Ability to work as a team member</li> <li>• Sensitivity to the needs of colleagues, young people and the community</li> <li>• By negotiation, be able to work evening and weekends</li> <li>• Minimum Level 2 FA qualified coach</li> <li>• Minimum of Level 1 qualification in another sport</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of innovation and problem solving</li> <li>• FA Generic Tutor trained</li> <li>• FA Coach Educator</li> <li>• Attended Youth Awards Module 1 &amp; 2</li> </ul>