

# Task Description



## **Title: National Schools Coordinator**

### **Role purpose:**

To coordinate the operational delivery of the England Touch Association's (ETA) National Schools Strategy. Responsible for coordinating the work of the existing team of regional Schools Development Officers and supporting the team to deliver set targets and objectives within schools across the country, to achieve successful implementation of the national strategy. The National Schools Coordinator will build on the successes of the team to date, whilst working closely alongside the Development Director and other ETA staff, assisting with designing and implementing new strategic growth within the ambitions of the ETA's schools work.

### **Experience:**

- Experience of coordinating and supporting members of the team
- Experience of operationalising strategic plans, delivered on time and on budget
- Experience of working within the educational or schools network would be desirable

**Qualifications:** Higher Education or appropriate equivalent experience.

**Hours required:** Various – approx. 2-4 hrs per week

**Reports to:** Development Director

**Line Management:** to coordinate the existing team of Schools Development Officers (SDO's), currently numbered five, this is expected to grow (to around seven SDO's) as our schools work across the country also increases.

**Locations:** Working from home.

**Contract type:** 1 year (rolling) term for successful candidate.

**Salary:** Voluntary role, expenses paid if applicable.

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## Skills and qualities:

Person specification	E	D
Experience of coordinating and supporting a team	X	
Experience of delivering a national strategy	X	
Proven track record of coaching or working in schools or education network		X
Event planning and with high organisation skills	X	
Excellent personal skills, with the ability to communicate between players, parents, clubs and schools.	X	
Be able to deliver fun and exciting taster sessions and teacher training modules	X	
Experience of working remotely as part of wider team		X
Proven experience of being a proactive, self starter	X	
An interest in sports development and/or the game of Touch		X

Main Duties and Job Accountabilities	Measures and Input Required
Delivery	To coordinate the operational delivery of the ETA's National Schools Strategy alongside the existing team of Schools Development Officers. To introduce schools/pupils to Touch and assist them to develop with club links and inter school tournaments.
Wellbeing	Liaise regularly with the ETA Development Director and other School Development Officers to ensure the national strategy is being achieved.
Reporting	Develop and conduct research on your region (and nationally) and then introduce a plan to achieve the schools strategy. Reporting back on achievements and encourage other regions to learn from your gains.

## Skills and Attributes

- Strong interpersonal skills – coordinating and managing a team + Excellent verbal and written communication skills
- Proactive and confident in using own initiative
- Persistent work ethic
- Creative thinking and problem solving
- Good networking skills
- Ability to coordinate and prioritise own workload as well as that of others within the team

## How to apply

To apply please send a CV and covering letter, which clearly explains what your skills and experience will bring to this role, to England Touch Association Development Director on [Development@englandtouch.org.uk](mailto:Development@englandtouch.org.uk)

Closing Date for Applications: midnight Wednesday 31<sup>st</sup> October 2018. Phone interviews for short-listed candidates will follow.

For an informal chat please feel free to get in touch with Ian Boyd on 07814 968210 or [Development@englandtouch.org.uk](mailto:Development@englandtouch.org.uk)