



Workforce Development and Training Coordinator

Recruitment Pack April 2024

Disability Sports Coach
House of Sport
190 Great Dover Street
London
SE1 4YB

Website: www.disabilitysportscoach.org.uk

Email: dora@disabilitysportscoach.org.uk

Dear Applicant,

Thank you for requesting information on the **Workforce Development & Training Coordinator**

position with Disability Sports Coach. This information pack contains:

- Details for Disabled candidates
- About the role
- What Disability Sports Coach do
- Workforce Development and Training Coordinator Job Description
- Workforce Development and Training Coordinator Person Specification

How to Apply:

To apply, submit a current CV along with a covering letter, to HR@disabilitysportscoach.org.uk or use quick apply option on Charity Jobs, Applications without a full covering letter outlining in turn how you meet the each of the person specification criteria will not be accepted.

The deadline for applications is 5pm on 8th May 2024, and interviews will take place at the House of Sport the week commencing 13th and 20th May 2024.

If you have any questions about the role or application process, please contact Dora on 07772 677259 or by email dora@disabilitysportscoach.org.uk

Yours sincerely

Dora Crook
Head of Service Delivery
Disability Sports Coach

Disabled Candidates

We will give every possible opportunity to disabled candidates who have the skills and experience we seek, as it is fundamentally important to the success of our charity to involve disabled people in as many ways as we can.

If you are disabled, please let us know if there is anything else we can do to ensure the recruitment process is accessible to you.

About the role:

We're looking for a dynamic Workforce Development Coordinator to lead, manage and develop our incredible sports coaches, volunteers and tutors. You'll be managing everything from recruitment through to personal and professional development.

You'll use your people skills to work closely with partners to deliver expert-led training courses, making their activities more inclusive for disabled people. Highly organised and with an eye for detail, you'll liaise with each partner to make sure we meet their needs.

You'll also manage Inclusive Activity Leaders – a truly life-changing programme created in partnership with Nike that trains disabled people to become fully qualified sports coaches and enjoy new careers.

What Disability sports Coach does:

Disability Sports Coach uses the unique power of sport and physical activity to enhance the lives of disabled people. We do this by providing coaching, training, events, and community clubs to mainstream schools, special schools, clubs, charities and other professional organisations. Every year, we reach 5,000 disabled people and their families.

We have also worked with over 130 different organisations including Sport England, London Sport, National Governing Bodies, Local Authorities, schools and colleges to break down barriers to sport for disabled people.

Our three core strands of work:

Coaching

Our specialist coaches deliver inclusive activities in schools, colleges, and community groups across London, ensuring that disabled people are not excluded from activities with their friends. In 2022/23 we delivered inclusive sports to over 50 Schools, colleges and community organisations. Many commission our services each year.

Training

Our courses support individuals such as coaches, leaders, teachers and volunteers to learn about inclusive sports and raise awareness about working with disabled people in sport. Several of our courses are endorsed as CPD by the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA).

Community Clubs

We run 10 award-winning clubs across London and a thriving Zoom-based Home Activity Programme, bringing disabled people together to keep active and connected while improving physical and mental health. Since launching in 2013, our clubs have reached over 21,000 disabled people and their families, winning several accolades. We've also been featured in regional and national news.

We work with over 130 different organisations including Sport England, London Sport, National Governing Bodies, Local Authorities and individual schools and colleges to break down barriers to sport for all disabled people.

For further information visit – www.disabilitysportscoach.org.uk

JOB DESCRIPTION	
Workforce Development & Training Coordinator	
Job Description	
Job Title	Workforce Development & Training Coordinator
Salary	£23,000 to £27,000 pa (The starting point will depend on experience)
Location	This role is a hybrid role. You will be in the office at least one day a week with an expectation of additional frequent travel across London during the week, to deliver coaching and training sessions and maintain good relations with our community partners.
Hours of Work	Your working week will comprise of 37.5 hours. These hours will be organised and worked in accordance with Charity requirements. There will be alternative working patterns throughout the year Particularly though the delivery of the Inclusive Activity Leaders programme, and you will be required to vary your working days accordingly.
Responsible to	Head of Service Delivery
Contract	Two years – with a view to extension
Role Summary	The post holder of this role will be responsible for overseeing the recruitment, development, retention and administration of the Charity's Coaching, Volunteer and Tutor workforce. You will also deliver the Training arm of Disability Sport Coach. Currently this includes leading on our exciting partnership with Nike to deliver the Inclusive Activity Leaders Programme.

Key Responsibilities/ Task and Activities	<ul style="list-style-type: none"> • Liaise with external organisation seeking to enhance their knowledge about inclusive sport by purchasing our training packages. • Identify and book in appropriate trainers to meet the needs of our partners. • Ensure all training partnerships and opportunities are executed to a high standard. • Monitor delivery and adjust our offer to ensure we remain leaders in the field of disability sports. • Manage, engage, recruit, and retain coaches, volunteers, and tutors to support the delivery of all our activity programmes. • Work with the delivery team to identify and recruit additional coaches where required, while developing our coach recruitment strategy • Work with the Charity's Marketing team to effectively promote workforce recruitment opportunities through social media and other communication channels. • Attend outreach events to promote our workforce employment and training opportunities. • Organise and lead a twice-yearly Coach, Tutor, and Volunteer conference. • Devise and implement a workforce assessment and appraisal programme to support personal development of coaches, volunteers, and tutors. • Ensure coaches and volunteers are onboarded and maintain up to date qualifications and DBS checks to meet minimum operating standards. • Attend Community Club and Coaching sessions in line with the workforce assessment and appraisal programme. • Lead on externally funded projects which focus on training and workforce recruitment and development. • Produce detailed reports on monitoring and evaluation of activities, including quantitative and qualitative analysis, in line with Disability Sports Coach internal systems and policies. • Manage and maintain agreed budgets for all areas of work programme. • To support the charity in all activities as and when required.
Continued Professional Development (CPD)	<ul style="list-style-type: none"> • Disability Sports Coach is committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills, and experience.

Person Specification	
Knowledge and Experience	<ul style="list-style-type: none"> • Minimum of 1 years' experience working within a physical activity and sports development environment. • Experience of managing a Coach/Volunteer workforce including knowledge of recruitment and retention strategies. • Strong interpersonal skills and relationship management.
Skills & Qualifications	<ul style="list-style-type: none"> • IT literate in Microsoft Word, Excel, and PowerPoint. • Knowledge and understanding of the use of social media. • Excellent presentation, written and verbal communication skills. • Excellent organisational and planning skills.
Key Competencies	<ul style="list-style-type: none"> • Self-motivation and drive to achieve agreed targets. • Ability to work within a team and independently. • Effective communicating with and influencing a wide range of stakeholders. • Managing customer relationships with an ability to engage and influence a variety of partners. • Ability to adapt to change and uncertainty. • Excellent organisation, time management and prioritisation skills. • Ability to travel to various community sports venues across London, as and when required. • Monitoring and evaluation of activities in accordance with Disability Sports Coach requirements.
Other	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS check. • An understanding and commitment to safeguarding and equal opportunities in employment and sport. • An understanding of individual responsibility in complying with Health and Safety policies and arrangements. • Must be eligible to work in the UK. • Ability to drive would be an advantage.

Benefits

- A network of social activities at the House of Sport
- Remote working opportunities
- Private Health Care (available on successful completion of 6-month probationary period)

Annual leave

Annual leave entitlement is 20 days in addition to the 8 English Public Holidays (pro rata), plus any days between Christmas and New Year when the office is closed (at the discretion of DSC).

This job description is not exhaustive but assists the post holder to understand their main duties. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post and in discussion with the post holder.