



Community Club Coordinator

Recruitment Pack

July 2024

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House of Sport, 190 Great Dover Street, London, SE1 4YB

Website: www.disabilitysportscoach.org.uk email: HR@disabilitysportscoach.org.uk

Dear applicant,

Thank you for requesting information on the Community Club Coordinator position with Disability Sports Coach.

This information pack contains:

- What Disability Sports Coach do
- Community Club Coordinator Job Description
- Community Club Coordinator Person Specification

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 Wednesday 24th July, and interviews will take place at the House of Sport week commencing 31st July.

If you have any questions about the role or application process, please call Dora on 0777 267 7259 or email Dora@disabilitysportscoach.org.uk.

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.

Yours sincerely

Dora Crook
Head of Delivery Services
Disability Sports Coach

About the role:

We're looking for a dynamic Community Clubs Coordinator to manage and develop our inclusive sports clubs across London.

It is important you can work hours that enable you to be present and on call during Community Club opening times – these are usually 10.30am to 6.30pm weekdays and Saturdays. Therefore, your usual working week will run from Tuesday to Saturday, however there is scope for adjustments.

This role offers a great opportunity to lead a sports program across London, especially for someone with experience in local delivery management who is looking to grow professionally and make a difference to the lives of disabled people and their carers through sport. Working in a small team, we will provide you with support and opportunities to enhance your skills and widen your expertise.

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 are:

Community Clubs

We run multiple award-winning [Community Clubs](#) across London and a thriving Zoom-based Home Activity Programme. Our activities bring disabled people and their families together to keep active and connected, 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.

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).

We work with 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

Community Clubs Coordinator

Reports to: Head of Service Delivery

Pay: £25,000-£28,000 per annum (Dependent on Experience) + benefits

Full time: 37.5 Hours per week *

Location: London and surrounding areas

Flexible working between Home and London Office and Community Clubs

Contract Length : 2 years (initially)

*During Community Club period of operations, your days of work will be Tuesdays – Saturdays to fit with Club delivery timings – usually 10.30am to 6.30pm but this may change according to delivery.

Role summary

The Community Clubs Coordinator will be responsible for our Community Clubs, Home Activity Programme (online sessions), Nike-funded Girls Club pilot and any new activity that supports the success of the charity's delivery streams.

The role has three core areas:

- Clubs - ensure a high standard of delivery
- Promotion and community networking
- Monitoring, evaluation and funder relations

Post-holder responsibilities

1. Planning and Delivery

- Coordinate and lead the planning and delivery of Community Club sessions and Home Activity Programme
- Ensure high quality of delivery across the Community Clubs and Home Activity Programmes
- Work closely with venue providers to ensure bookings, safety and appropriateness of venues
- Work closely with the Workforce & Training Coordinator to recruit Coaches and Volunteers to ensure smooth running and quality of provision of the Community Clubs and Home Activity Programmes.
- Support Head of Service Delivery and external partners to create yearly plan of Community Club delivery, ensuring that our services are fit for purposes
- Plan, set up and deliver new clubs as they are identified
- When needed, act as Head Coach to maintain session delivery
- Work with external providers such as National Governing Bodies to provide regular or ad-hoc sessions

2. Event Delivery

- Coordinate, plan and deliver planned events associated with the Community Club program including Club Derbies, Winter and Summer Festivals, and funder visits

3. Marketing and Outreach

- Undertake outreach visits to all Boroughs where Disability Sports Coach has a Community Club to either re-establish existing networks or create new ones
- Identify Clubs that require targeted action to increase participation
- Ability to keep an open perspective when networking
- Seek out and identify areas for new club provision
- Develop a plan to upscale our Home Activity Programme (Online) adapting the programme where necessary depending on demand and participant requirements

4. Community Club Workforce

- Coordinate, plan and deliver face-to-face meetings with Community Club workforce to update on club-specific issues, safeguarding and future opportunities and priorities.

5. Reporting and evaluation

- Cultivate strong relationships with the Local Authorities funding clubs
- Be the main point of contact for Local Authorities regarding funding and reporting
- Devise and maintain methods of data collection to capture our impact
- Conduct 3 participants surveys per year gathering feedback
- Collate data collected to produce monthly summary reports on progress of Community Clubs and Home Activity Programmes including updating related KPI trackers
- Support and report on Community Club outcomes set internally and by external partners
- Provide case studies for external partners and for the Fundraising & Communications team

6. Regular and ongoing duties of the post holder

- Provide support to other areas of the charity when needed

Person Specification

Essential Qualifications:

- A relevant bachelor's degree or equivalent qualification
- Demonstrated professional experience in a similar role or field

Essential Skills and Experience

- Minimum of 1 years' experience working within a physical activity, sports development or Charity environment
- Have experience of leading sports sessions in a coaching capacity
- Experience of working to support people with disabilities and their carers preferably in a health capacity
- Experience of coordinating service delivery projects
- Monitoring and evaluation of activities in accordance with Disability Sports Coach requirements
- 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
- Experience of working on your own and as part of a team

Desirable Skills and Experience

- 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

Personal Attributes

- Passionate about our mission and values
- Empathetic and understanding towards the needs of disabled people
- Demonstrates integrity and acts as a positive role model
- Proactive and self-motivated, with a results-oriented mindset
- Adaptable and open to change in a dynamic environment
- Strong commitment to continuous improvement and promoting a culture of excellence
- Resilient and able to handle pressure and challenges effectively

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.