



Everyone deserves
a safe place to
call home.

Company Limited by Guarantee number 1741926
Charity Number 287779
Registered in England as Single Homeless Project



Single
Homeless
Project

Job title:	Sport Coordinator
Delegated Authority:	Level 6
Team:	Sports
Responsible to:	The Sport Manager
Responsible for:	Freelancers, volunteers and peers

Job purpose



To provide high level development & delivery of exercise and sports-based activities.

The Sports coordinator will be responsible for the development and extension of the Sporting programme to new projects in and outside of SHP, with a view to increasing levels of participation amongst those experiencing or at risk of homelessness.

The Sports Coordinator will oversee the Sport & Health project's freelancer, volunteer and peer recruitment, deployment, and support.

The Sports Coordinator will be responsible for building relationships with SHP clients and local stakeholders and for ensuring there is strong and regular communication with services and partners. The Sports Coordinator will support the long-term planning of physical activity-based activities and project manage sports events or any other projects as directed by their manager.

The post holder will work to build capacity within services and the wider community in order to support clients to take part in sport or exercise.

Key accountabilities

Operational Programme Delivery & Development

- To develop, deliver and promote the sports programme across SHP, its work with partners, and within the local community in accordance with strategic operating plans & within a specific community or targeted group.
- To devise rotas and schedules, secure space and prepare facilities in preparation for sessions.
- To monitor and purchase necessary sporting equipment within budgetary controls
- To raise public awareness of health and fitness issues and promote participation in sport, particularly in underrepresented groups.
- To establish relationships and joint working with local level physical activity and sporting provisions.
- To develop a range of partnerships with organisations and initiatives focused on physical activity, health education, criminal justice and community regeneration.
- To support planning and delivery of advocacy and influencing for the programme within the physical activity and homeless sector.

Freelancer, Peer & Volunteer Management

- To coordinate the work of a carriable number of specialist peers and volunteers to ensure that the specific exercise & objectives of the opportunities Programme are achieved. In addition, to ensure that there is effective communication between the team and the wider organisation.
- To oversee the recruitment of freelancers. Including job descriptions, interviews, introductions and supervision.
- To ensure the on-going recruitment and development of peers & volunteers.
- To work with internal teams and external organisations to create training and development opportunities for Freelancers, peers and volunteers.
- To process and approve invoices and expenses within budgetary control.
- To oversee the appropriate deployment of resources including volunteers throughout the programme, ensuring they are properly supported & trained.

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- To ensure the codes of professional conduct are adhered to and that all the team members, including volunteers, maintain high standards of practice.
 - To create a freelancer, peer and volunteer community group which can be shared across partner organisations.
 - To coordinate the work of a variable number of freelance staff & volunteers. Ensure that there is effective communication about current projects between the team and the wider organisation.

Capacity building

- To undertake a review of the health needs of the clients engaged in the project to establish what provisions for sports/ activity-based sessions might exist already within SHP and what needs to be procured/brokered.
- To support and coordinate the work of individual teams in relation to the delivery of sports-based activities that are delivered as part of the Opportunities programme.
- To support and coordinate the work of external providers who may be delivering aspects of the sports and activities programme.
- To identify and promote the mainstream sporting activities available in the community to staff and clients.
- To identify any training and support needs of staff and volunteers in relation to their ability to deliver sport & exercise aspects of the Opportunities programme and liaise with the programme manager to address these needs.

Partnership working

- To work with the programme manager to support in creating partnerships with similar organisations and charities.
- To oversee the introduction of sporting activities, freelancers and volunteers into partner organisation.
- To work with the service manager to develop and support their advocacy strand of the project.

Information Management – Quality & Monitoring

- To develop processes for evaluating the efficacy of each component of the sports & activity programme.
- To continually monitor, review and audit the quality of the programme delivery and, where required, contribute outcome and other data to relevant managers.
- To utilise SHP's internal quality systems to ensure the services operate to a high standard, identifying and implementing programme improvements as appropriate.
- To work with the service manager and evaluation partner in collecting and collating data including monitoring attendance and activity records.

Financial Management

- To participate in the setting and monitoring of the sports component of the Opportunities programme budget, ensuring that it is managed in accordance with SHP's guidelines.
- To maintain all the financial records in accordance with internal controls
- To coordinate the invoice process for all freelancers and volunteers.

Health Safety

- To ensure that all sports & exercise related activities within the Opportunities Programme are delivered in accordance with SHP's Health, Safety and Safeguarding policies in respect of client and staff safety.

Miscellaneous

- To create inclusive working environments and cultures to enable colleagues and clients to feel safe and empowered to achieve their full potential.
- SHP is at discretion to amend your responsibilities and, in addition to these, you may be required to perform other duties as may be required for the efficient running of the organisation.

Technical and professional know-how needed for position

When completing your application, you will be required to address (using examples) some of the points below

Experience and Knowledge

- Demonstratable knowledge of fitness trends, applications, and implementation.
- Sports and Coaching qualifications relevant to the sector.
- Knowledge of working with and contracting fitness instructors and freelancers.
- Demonstrable knowledge of motivating & supporting vulnerable adults into sport and exercise.

Skills and Abilities

- Safe practice as it relates to proper lifting, physical movements, and contraindications in the practice of applications of exercise.
- Ability to develop and deliver structured group-based physical activity sessions.
- Ability to train and deliver outside organisations to deliver the programme.
- Ability to broker opportunities for vulnerable adults.
- A commitment to working flexibly in response to changing external and organisational requirements & willingness to work outside of the office hours when needed.
- A high level of numeracy and literacy, also having the IT skills necessary to maintain data and fulfil complex monitoring requirements.