



## Community Hub Officer

- Position Type:** Permanent, Full Time
- Salary:** Competitive
- Location:** Barking Abbey School, Barking and WHU Foundation, Beckton
- Closing Date:** 15<sup>th</sup> September 2017

### Job Purpose:

To assist the WHU Foundation Senior School Sport Development Officer and Head of Football Development to support, plan, deliver and evaluate physical activities and educational programmes within Barking Abbey School and surrounding community environments

To contribute to the WHU Foundation mission of encouraging sports participation promoting health, wellbeing and improvement of life opportunities by enhancing the education process for students with difficulties in engaging within a classroom environment. This will be done through the offering of classroom support and development of a mentoring programme in conjunction with Barking Abbey School.

Specifically the WHU Foundation Community Hub Officer will:

- Deliver high quality learning interventions and sports provision within the SEN department at Barking Abbey School
- Contribute to increasing levels of physical activity of targeted participants
- Ensure the delivery of individual tailored programmes set by WHUF and key partners
- Develop & maintain effective and positive relationships with all partner and community organisation
- Deliver and maintain all Premier League reviewing processes and reporting twice yearly.

WHUF Community Hub Officer will be supported in their work by WHU Foundation Senior School Sport Development Officer and Barking Abbey School Principal.

### Key Responsibilities:

The community school hub officer will be responsible for delivery of all agreed provisions from within the agreed partnership service level agreement. These are identified below: -

- Timetabled classroom support and delivery of targeted learning interventions as planned by Barking Abbey School
- In conjunction with the school, take a lead role in recruiting a pilot cohort for a new key stage 5 provision aimed at supporting SEND students
- Afterschool sporting activities for students as part of Barking Abbey's extended school/enrichment programme.
- Primary School Sport - supporting Barking Abbey School cluster primary schools to develop WHU Foundation primary school programme and Premier League Primary Stars programme.
- WHU Foundation development programme in conjunction with the West Ham United Academy's EPPP supporting elite player pathway.
- Delivery of West Ham United Foundation Soccer Schools during the school holidays at the school facility.
- Plan and deliver Premier League/West Ham United Foundations programmes within Barking Abbey School: -
  - Premier League Kicks
  - Enterprise
  - Inclusion (delivery and staff training)
  
- Any other relevant activities and tasks to support main aims of the role

### **Monitoring and Evaluation:**

To carry out administrative duties as necessary e.g. maintain accurate attendance, registers, and quality assurance using the Premier League VIEWS systems

To contribute towards the evaluation of the various initiatives and ensure monitoring systems are consistently maintained as directed by Senior School Sport Development Officer.

### **Other:**

To provide an accessible and flexible approach at all times, including the working of unsocial hours, evening and weekend working as necessary and other duties as reasonably requested

Adhere to policies and procedures outlined by the Senior School Sport Development Officer.

### **Freedom to act:**

Independently organise work plan, information storage, retrieval and collation systems, diary and working time (including out of hours)

Regular lone working in the community

### **Communication:**

Use of highly developed culturally competent communication skills with community members and organisations to negotiate, influence, and resolve conflict that may arise

Facilitate the involvement of community members in the reporting of needs, outputs and outcome

### **Person Specification**

The ideal candidate will have skills and experience in the following areas: -

Essential (E) Desirable (D)

### ***Education/Qualifications/Experience:***

- Higher Education qualification and at least a Level 2 qualification in English and Maths (D)
- Experience of delivering sports coaching within schools and community across (E)
- Experience of working with SEN and disability groups (E)
- UEFA B Licence / Level 3 or working towards (D)
- FA Youth Modules 1 & 2 or working towards (E)
- Emergency First Aid Certificate and Safeguarding Awareness Training (E)
- Member of FA Licenced Coaches Club or relevant awarding body (E)
- Multi Sports Coaching Qualifications (E)
- AFPE Qualification or working towards (E)
- Qualification in mentoring young people (D)

### ***Abilities/Skills/Knowledge:***

- Demonstrate an understanding of mentoring
- Demonstrate a good understanding of how to engage young people
- Demonstrate an understanding of how to improve sports participation
- Demonstrate an understanding teaching and increasing learning within young people
- Demonstrate an understanding of the national curriculum in numeracy and literacy
- Skills and abilities
- ICT Literate
- Must be able to demonstrate excellent oral and written communication / presentation skills, which are culturally competent
- Demonstrable skills in negotiation, influencing and conflict resolution

- Able to work within a diverse community and draw on individual strengths to promote sports participation
- Able to communicate with participants, partner agencies and the public.
- Good organisational skills, able to prioritise and work within deadlines
- Flexible working in accordance with the requirements of the service which will include working evenings and weekends where applicable.
- Commitment to develop and improve own performance and CPD
- Ability to work independently, line manage, supervise and motivate team members
- Strong commitment to quality service delivery
- Ability to get on with a wide range of people
- Ability to monitor and evaluate programme delivery and report writing

We are committed to the principle of equality and equal opportunities in employment. We will actively promote equality and equal opportunities in our business to ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential skills and abilities. Employees will be recruited and selected, promoted and trained on the basis of objective criteria.

West Ham United Foundation is an organisation committed to equality and safeguarding children and vulnerable adults. Positions that involve working with such groups are subject to safer recruitment protocols, including DBS Disclosure at enhanced level.

Once you have applied for this role you are required to complete an equal opportunities survey to allow the Club to monitor the success of its equality initiatives. The survey will take two minutes and can be access using the following link: [https://www.surveymonkey.co.uk/r/WHU\\_Equal\\_Opportunities](https://www.surveymonkey.co.uk/r/WHU_Equal_Opportunities).

To apply please send your cover letter and CV to [hr@westhamunited.co.uk](mailto:hr@westhamunited.co.uk) by Tuesday 15<sup>th</sup> August. Interviews will be held 17<sup>th</sup> August 2017

Due to the expected large number of applicants only those candidates called for interview will be contacted.

