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Post Title	Active Schools Coordinator
Division	Sport and Active Communities
Section	Active Schools
Location	Various

Responsible to	Lead Active Schools Coordinator
Responsible for	Any immediate reports

Job Purpose

- 1 To increase the participation levels of children and young people in sport and physical activity by developing and supporting more opportunities in extra curricular school activities and the wider community.

General Responsibilities

- 2 Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations.
- 3 Be aware of and committed to the equal opportunities' principles and practices of the company.
- 4 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 5 Effectively recruit, deploy and manage any nominated staff, full or part-time, and volunteers, providing appropriate training to enable the team to deliver the various initiatives promoted by Sport Aberdeen and/or key partners.

Operational Responsibilities

- 6 Increase the quality and range of sport and physical activity opportunities offered as part of the extra curricular programme within schools.
- 7 Develop effective pathways to support the transition of participants from school extra curricular activities to sports clubs and community sport.
- 8 Increase the number of young people engaging in volunteering as sport leaders and coaches in both school, sports clubs and community sport settings.
- 9 Increase participation amongst under represented groups including girls and young women, children and young people impacted by poverty, care experienced young people and children and young people with additional support needs.
- 10 Develop close partnerships with school staff, sports development staff and other key partners to ensure Active Schools opportunities are connected to physical education, school sport, sports clubs and community sport.

- 11 Support the development and delivery of sportscotland led initiatives and other national, regional and local programmes and projects, that raise the profile of sport and physical activity and motivate children and young people to be more active.

Methods of Working Expectations

The post holder will be expected to:

- 12 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 13 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 14 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 15 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 16 Undertake appropriate training associated with the duties of the post.

General Conditions

- 17 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to you by the Manager of your establishment.

- 18 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 19 The Company operates a no-smoking policy.
- 20 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by	Head of Sport & Active Communities	June 2021
Approved by	Head of Human Resources & Organisational Development	June 2021
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