



Education Officer

Closing date for applications
Sunday 3rd December 2023

REGISTERED
CHARITY NUMBER
1155171

REGISTERED
COMPANY NUMBER
08177159

Who we are

Sport Birmingham is here to make a positive difference to people's lives through sport and physical activity.

We are the city's strategic sports & physical activity partnership, working as a leading charity to join up policy and investment with delivery partners who bring inclusive and accessible sport and physical activity to communities.

We provide leadership and support through insight, knowledge and expertise to anyone in Birmingham working towards our vision of a more active city and a healthier place to live, learn, work and play. We tackle inequalities by working where the need is greatest.

Our values

Collaborative



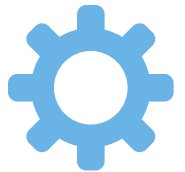
We build partnerships, connect people and convene groups within and outside the sport and physical activity sector; we listen, learn and share.

Inclusive



We are committed to creating and promoting inclusive opportunities, within our own organisational practices and with all our sport and physical activity partners.

Adaptable



We learn, respond and change to ensure we continue to meet the needs of people, places and organisations that we work with and for.

Our priorities

We tackle inequalities by working where the need is greatest.



Improve physical and mental wellbeing by reducing inactivity



Grow and develop a workforce for the sport and physical activity sector



Connect communities through sport and physical activity



Improve life skills and prospects through participation and engagement



Make sport and physical activity inclusive and accessible to all

Competencies & Behaviours

Influencing

Leading, provoking innovation, and driving improvement, understanding people and inspiring confidence.

Customer-focused

Involving, representing, championing and serving community in everything, developing our approaches from the bottom-up.

Evidence-led

An evidence-led and on-going learning approach to understanding need and identifying where to focus on to achieve greatest impact.

Pioneering

Taking risks where appropriate, piloting new models and unique approaches both in the ways we deliver funding and support, through the projects, and partnerships we stimulate.

Collaborating

Connecting people, identifying opportunities to collaborate and develop partnerships and maximise effort.

Leverage

Recognising the opportunities to lever in extra investment, additional resources and community support, to expand reach and impact through effective partnerships with the private, public and voluntary and community sectors.

Legacy

Delivering a long-term legacy through our all our interventions, ensuring we do not displace existing activity or distort existing markets, but help enhance and build on what is already in place wherever possible.

Equalities & Disadvantage

Delivering a long-term legacy through our all our interventions, ensuring we do not displace existing activity or distort existing markets, but help enhance and build on what is already in place wherever possible.



Role description

Job Title: Education Officer

Location: Sport Birmingham Office (with Hybrid working)

Responsible to: Education Development Manager

Contract Type: Fixed term contract up to March 2025

Salary: £27,037 per annum, plus 9% employer pension offered subject to passing probation

Hours: 37 hours per week with occasional evening and weekend work

Job Description

The Education Officer will coordinate and implement the delivery of Sport Birmingham's education, children, and young people programmes.

Through the delivery of key programmes, the role will contribute to the development and delivery of the education theme and the overarching Sport Birmingham Strategic Framework 'Uniting Birmingham' to realise Sport Birmingham's overall vision, mission, and objectives in our pursuit of an active healthy city for all.

In addition to advocating the role that PE, school sport and physical activity can play in developing lifelong physical activity habits and improving whole school outcomes.

Reporting to the Education Development Manager, the role will take operational responsibility for the implementation of the below:

- School Games programme
- Opening School Facilities programme
- Pathway to Podium Schools programme



Duties & responsibilities

- Lead, Coordinate, and Implement the Birmingham School Games programme, including communication with partners, event logistics and administration.
- Assisting with pre-event and project planning (e.g., the hiring of facilities and activity providers, the creation of risk assessments, and ordering equipment and merchandise).
- Attending the Birmingham School Games events to be Sport Birmingham's main point of contact at events for schools and delivery partners.
- Support the Implementation of the Sport Birmingham Opening School Facilities programme, including the implementation of each school's ongoing programme of activity.
- Develop high-quality relationships across the region with key stakeholders, partners, and local primary, secondary and special schools to encourage participation in Sport Birmingham programmes.
- Provide connectivity between the education system and the community sports sector to ensure positive, accessible opportunities for young people.
- Support the Pathway to Podium initiative and wider school support offer to impact on developing more "active schools" by encouraging schools to prioritize PE, school sport and physical activity.
- To support the development of equal access opportunities for girls in schools, specifically in reference to the Girls Strategic Football Partnerships work
- Utilise SB Project management framework, providing proactive administrative support and connectivity across the team to deliver successful outcomes for projects and programmes.
- Use insight, data and learning to demonstrate impact and contribute to the development of resources and toolkits to support schools.
- Provide regular reports on the implementation of pre-approved program budgets with the Development Manager - Education.
- Work with fellow SB team to connect NGBs, community groups and partners to support Community access to school facilities.
- Work with colleagues in other Active partnerships, the Active Partnership National team, Youth Sport Trust, and Sport England to establish best practices and disseminate and apply wider learning.
- Engaging in team events and personal development, completing training and personal development opportunities to improve knowledge and experience.
- To ensure compliance with contract management, procurement, and finance procedures.
- To be responsible and take reasonable care for the Health, Safety and Welfare of self and other employees and the public in accordance with Health and Safety Legislation and company procedures.
- To always adhere to the Data Protection Act. Confidentiality must always be maintained.
- To always adhere to all relevant Sport Birmingham policies and procedures.
- Any other duties as reasonably requested by a manager.

Person specification

Educational & professional qualifications

- Good general level of education likely to be to A-level standard or equivalent
- Degree or equivalent knowledge of either the sport, community, or physical activity sector would be desirable

Knowledge

- Good knowledge of Microsoft 365 (Teams, Word, Excel, Outlook and Powerpoint)

Desirable Knowledge:

- Knowledge of Birmingham and the opportunities and challenges
- Knowledge of the school system and the importance of PE, school sport and physical activity
- Knowledge of event delivery
- Knowledge of local sport and physical activity networks
- Knowledge of Sport England and Active Partnerships as system partners
- Knowledge of health inequalities and barriers to participation

Skills and Abilities

- Well-developed written and verbal communication skills
- Ability to work under pressure from conflicting priorities.
- Ability to work on own initiative and as part of a team.
- Effective organisational skills, e.g., time management, managing priorities and meeting deadlines.
- Presentation and computer literacy skills
- Effective interpersonal skills to form positive relationships with schools and external partners

Experience

- Experience evidenced by a proven track record of achievements gained by working in the small to medium size business
- Experience of project administration and event delivery
- Good secretarial skills and IT literate including the use of Microsoft 365
- Experience of supporting project development and management



Special Requirements

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service Check will be required prior to appointment.
- A commitment to the development of equal opportunities, the encouragement of diversity and inclusion in and through sport.
- Willing to undertake continuous professional development in relation to the role.
- Willing to work flexibly in relation to hours, including unsociable hours, evenings, weekends and occasional overnight stays.
- Ability to travel around Birmingham West Midlands region

**If you'd like an informal discussion about the role, please email Lauren Davies
Lauren.Davies@sportbirmingham.org**

To apply, please email your CV and covering letter (maximum 1 page A4) outlining your suitability for the role, along with the equal opportunities form to recruitment@sportbirmingham.org

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