IPSWICH TOWN FOUNDATION



SCHOOL DEVELOPMENT OFFICER

IPSWICH TOWN FOUNDATION

VISION

To build an empowered, inspired and inclusive community to be proud of.

MISSION STATEMENT

The Ipswich Town Foundation exists to provide impactful and inclusive activities to improve health, skills, opportunities, and lives of all generations across Essex and its borders.

By using the presence, power, and reach of Ipswich Town FC, we aim to inspire individuals to realise their potential both on and off the football pitch and create pride in their communities.

VALUES

- To deliver professional, quality, safe, affordable services to all users
- Invest in and support staff to enable development and progression
- Provide excellent communication and customer care
- Provide opportunities that empower and engage all users



ROLE OVERVIEW

Ipswich Town Foundation is currently looking to recruit a full-time School Development Officer to support our ongoing delivery in primary schools and community open access sessions.

You will be an ambitious and enthusiastic professional, who is flexible and has the ability to recognise new opportunities and develop existing relationships to deliver. You will have a great understanding of the current landscape of school sport, how to sustain and increase participation within schools with an ability to network with relevant parties to ensure the best experience for school and pupil.

This is a full-time role requiring flexibility based on a 37.5 hour per week.

JOB ROLE OUTLINE

Our School Development Officer will support the Foundation's ongoing expansion and delivery in primary schools in Suffolk. Covering a range of delivery in local schools, including our Premier League Primary Stars programme. The individual will meet high standards of Ipswich Town Foundation and deliver an outstanding experience to pupils in a safe and fun environment. The role also includes coaching across some evenings on a weekly basis on our community open access provision.



ROLE SPECIFIC RESPONSIBILITIES

- To deliver an outstanding experience for pupils at our partner schools and our participants of open access provision.
- Maintain a flexible approach to provide high levels of engagement to support the Foundation's delivery needs.
- To develop, sustain and enhance relationships with local schools, to support the provision of all programmes across the region.
- To act as a positive role model for all children, staff and potential future coaches.
- To liaise with coaches on a frequent basis and provide development support where required.
- Work cohesively across programmes at the Foundation support development of participants and staff.



IPSWICH TOWN FOUNDATION RESPONSIBILITIES

- Adhere to all policies and procedures including safeguarding, Health & Safety, Behaviour Management, Equality and Diversity, Data Protection, and Quality Assurance and follow all policies and procedures within the staff handbook.
- To follow and work by all procedures in accordance to the Ipswich Town Foundation.
- To maintain a professional attitude and appearance at all times.
- To report to Line Manager and attend Ipswich Town Foundation staff meetings when requested.
- Any other duties deemed necessary by senior staff at Ipswich Town Foundation.

GENERIC SKILLS AND ATTRIBUTES

	Essential	Desirable
Excellent communication and interpersonal skills	✔	
Attention to detail	✔	
Willingness to work unsocial hours, including evenings and weekends.	✔	
A drive to help people achieve their goals through sport.	✔	
Experience and proven track record of delivering organisational outcomes	✔	

ROLE SPECIFIC SKILLS AND ATTRIBUTES

	Essential	Desirable
Excellent IT skills including Excel, Word and PowerPoint	✔	
Excellent organisational skills	✔	
Able to produce accurate written work	✔	
Ability to communicate with young people and parents effectively	✔	
Ability to work to deadlines and meet targets to assist the charity's growth	✔	
Ability to work individually and as part of a team	✔	
Able to manage large groups effectively and safely	✔	
Hold an NGB 2 Coaching Qualification	✔	
Experience working in a school environment	✔	
Qualified in Multisport and/or other sports.		✔
Hold First Aid and Safeguarding qualifications	✔	
Hold Full driving licence	✔	
Ability to use initiative and make decisions	✔	
Use social media channels regarding our presence and promotions on all platforms.	✔	



WHAT DO YOU GET IN RETURN?

If you are successful, you can look forward to a healthy benefit package;

- A competitive salary depending on experience.
- Season Ticket.
- Ipswich Town Foundation monthly rewards scheme
- 28 days' holiday per year including Bank Holidays pro rated.
- Contributory Pension Scheme.
- Free onsite parking.
- Discounted Ipswich Town Football Club merchandise.

Salary: £21,000-£22,500

Closing date: **29th January 2024**

Short listing and interviews will take place throughout the duration of the vacancy ad. This may mean that the vacancy could close early should suitable candidates be found.

Applicants should be aware that due to the high volume of applications received, we are unable to respond to individuals during the recruitment process.

Ipswich Town Foundation is an Equal Opportunities Employer.

If you have the required skills, please apply by completing an application form and equal opportunities monitoring form to Workforce Development Officer **kirsty.guest@itfc.co.uk.**

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