



Reference Number: 016711
Post: Holiday Camp & Community Sport Club Coordinator
Department: Experience Durham
Location: Durham City
Contract Type: Permanent, Full Time (35 hours p/w)
Grade: Grade 5 (£22,017 to £25,483)
Opening Date: 08 November 2018
Closing Date: 31 January 2019 at 12.00 midday

Job Purpose: To develop, manage and grow both the Team Durham Holiday Camp Activities and Community Sport Club programme to provide further opportunities for community engagement and volunteer development whilst helping to underpin the overall sport programme at Durham University.

ACCOUNTABILITIES/MAIN RESPONSIBILITIES

REPORTING TO: Deputy Head of Student Volunteering and Community Outreach

RESPONSIBLE FOR: The post holder will be responsible for casual holiday camp coaches and volunteers alongside co-ordinating any further administrative support that is provided to support the post - this is anticipated to grow over time.

KEY RESPONSIBILITIES:

Holiday Camps

- Planning, management and delivery of Holiday Camps throughout the year.
- Working alongside coaches and key support staff to grow income streams from sport-specific camps to underpin the University performance structures.
- Working with key officers across Experience Durham to further expand the breadth of the Holiday Camps programme in-line with the University's Community Engagement Strategy.
- Coordination of the associated marketing and branding of the Holiday Camp programme.
- Working directly with colleagues across the Department and Student Access & Recruitment to maximise the value of the Holiday Camps as a vehicle to support the University's ambitious Widening Participation agenda.

Community Clubs

Working directly with National Governing Bodies of Sport and key officers within the Sport Team to develop and grow community club programmes in-line with the Strategy for the Maiden Castle Sport & Wellbeing Park development.

Assisting the Schools and Young People's Outreach Manager to work directly with community clubs based at Durham University to support their further development and growth. Working as part of a team to further develop partnerships for the benefit of community sport and physical activity across the County including Durham County Council, County Sport Partnerships and School Sport Partnerships.

Other Responsibilities

- Provide new leadership and personal development opportunities for school age students through the management of a Durham University accredited Duke of Edinburgh programme.
- Coordination of the recruitment and management of student volunteers to the Team Durham Community Outreach programme.
- Undertaking general development and delivery work as and when required to support the student volunteering programme.
- Supporting local strategic aims for volunteering and wellbeing.

Providing excellent student services and professional support

The role holder will be responsible for the:

- recruitment, training and supervision of casual coaches employed to deliver activities;
- day to day coordination of Holiday Camps and assisting Team Durham led Community Club programmes including liaison with parents, external coaches and internal facility and coaching staff.

The role holder will:

- work with external stakeholders and community partners to deliver events and activities for specific user groups;
- provide support and advice to student volunteers; plan and manage budgets including the purchasing of equipment, payment of staff and tracking all related payments and expenditure.

Achieving Results

The role will involve general written and verbal communication across the Department and with external partners.

The role holder will be responsible for:

- income generation through Holiday Camps which shall support the training and development of coaches and volunteers;
- recruitment and management of student volunteers including social media management, promotion and training including attendance at relevant recruitment events e.g. Fresher's Fair;
- assist in the establishment and growth of participation levels of Team Durham junior community clubs.

Information management will include:

- updating, target setting and extracting key performance indicator information on the Upshot database;
- the responsibility for reconciliation of financial records and payments for holiday camps.

<p><u>Finding Solutions</u></p>	<p>The role holder will be responsible for addressing issues and problems occurring within Experience Durham to support colleagues with a specific focus on:</p> <ul style="list-style-type: none"> • Holiday Camps – including staffing and facilities; • Team Durham Community Clubs – including staffing and facilities; • Duke of Edinburgh and other outward bound activities • Student Volunteer management and recruitment within the Sport community programme. <p>The role holder would be expected to investigate the problem and rectify immediately if possible, referring to the Deputy Head of Student Volunteering and Community Outreach for guidance if unable to do so.</p>
<p><u>Providing leadership and direction</u></p>	<p>The role holder will be responsible for decision making specifically related to both the Holiday Camp and Team Durham Community Club programmes in conjunction with relevant departmental staff.</p> <p>The role holder will contribute to collective team decisions in conjunction with departmental, university and SCA staff.</p>
<p><u>Working together</u></p>	<p>The role holder will:</p> <ul style="list-style-type: none"> • work with internal departments, staff, students and parents/ carers of young people.
<p><u>Using resources effectively</u></p>	<p>The role holder will be responsible for their own time management and hours of work will be flexible. This may include longer working hours during delivery of Holiday Camps in particular.</p> <p>They will be expected to work on their own initiative, without supervision, reporting back to the Deputy Head of Student Volunteering and Community Outreach within specific deadlines.</p> <p>The post holder will be responsible for the planning and management of activities/events linked to any projects managed.</p> <p>The post holder will provide an ongoing contribution to the long term operational plan and volunteering strategy.</p>
<p><u>Developing myself and others</u></p>	<p>The role holder will be responsible for mentoring and line supervision of the casual holiday camps coaches</p> <p>The role holder will be required to supervise volunteers and placements within the department.</p>

		Essential/ Desirable
Qualifications	Educated to degree level	Essential
	Level 2 in one or more sports/dance/outdoor activities	Essential
Skills	Good administration, organisational and presentation skills	Essential
	Ability to work independently and manage time efficiently	Essential
	Able to communicate effectively within the team and with external partners	Essential
	Have a flexible approach to office hours when urgent work demands it	Essential
	Excellent attention to detail and an ability to maintain accuracy whilst working under pressure.	Essential
Previous Experience	Experience of running and planning activity programmes for young people	Essential
	Experience of working within a busy team/ office environment	Essential
	Experience of working with HE students	Desirable
	Knowledge and experience of volunteer recruitment and policies	Essential
	Experience of recruitment and selection	Desirable
	Understanding of policy and procedures involved with working with young people	Essential
	An understanding of monitoring and evaluation systems and requirements	Essential