

Sport Coordinator

Job Description 2024

To apply, please complete the application form [here!](#)

The Sport Coordinator is responsible for planning and implementing the sport and activity programme in conjunction with the Excursion and Activity Manager. Their main responsibility is to make the sports and activities fun and safe for everyone involved and ensure that they run smoothly. They should create an environment of co-operation between the team, group leaders and students.

Person Specification		
Reporting to: Excursion & Activity Manager		
	Essential	Desirable
Experience	✓ Experience of summer schools or working with young people	
Qualifications	✓ National Governing Body Sports qualifications and/or PGCE in Physical Education	✓ Relevant First Aid qualification ✓ Qualifications/experience in related subjects such as drama, sports and music etc. ✓ Lifeguard qualification
Skills and Knowledge		✓ Knowledge of the local area
Personal Qualities	✓ Adaptability and flexibility ✓ Boundless energy and enthusiasm ✓ Excellent communication and motivational skills	✓ Willingness to learn and adopt new teaching methods
Legal requirements	✓ Full right to work in the UK	
Safer Recruitment Checks	✓ Minimum of 2 reference checks ✓ Enhanced DBS Check ✓ Overseas Police Check (if applicable)	

Salary and Benefits
✓ Full-board accommodation is provided at no additional cost to you. ✓ All salaries are paid monthly in arrears. ✓ Weekly salary of £480.

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Responsibilities

Pre- Course:

- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook, Sports Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Attend the company and sports team inductions and assist with the centre set up as required.
- ✓ Attend the pre-summer online training.
- ✓ Complete the Safeguarding and Prevent online training courses.

During the Course:

- ✓ Meet and greet students at the airport and accompany them to the centre as required.
- ✓ Ensure that all sports equipment and materials are in place for the start of the course.
- ✓ Plan, prepare and lead (in conjunction with the Excursion and Activity Manager) an engaging programme of sports and activities and ensure that the team are involved and enthusiastic.
- ✓ Coordinate all sports and afternoon activities, ensuring adequate supervision.
- ✓ Timetable sports activities and ensure that group leaders and students are aware of and participate in them.
- ✓ Participate in team meetings to ensure that all the team are involved with and engaged in the sports programme.
- ✓ Feedback regularly to your Excursion and Activity Manager and Centre Manager.
- ✓ Regularly update an activity/sports noticeboard.
- ✓ Deal quickly and effectively with student and group leader queries regarding sports.
- ✓ Maintain accident and damage records.
- ✓ Maintain and be responsible for all sports equipment, materials and registers.
- ✓ Ensure the activities programme complies with the British Council guidelines (e.g., supervision ratios).
- ✓ Work with the team and group leaders to maintain team and student discipline.
- ✓ Dress appropriately at all times.
- ✓ Supervise mealtimes (and lights-out for residential team members) as required.
- ✓ Maintain an entirely professional manner at all times and in all dealings with students.
- ✓ Maintain the good name and reputation of UKLC at all times.

Post-Course:

- ✓ Complete exit feedback at the end of your contract.
- ✓ Contribute to (in conjunction with the Excursion and Activity Manager) brief team appraisals for all the sports team.

Working Hours:

A Sport & Activity Co-ordinator is required to work 22 sessions per fortnight based on a six-day working week. A session is defined as an afternoon activity, an evening activity or a half-day excursion (a full-day excursion is two sessions). Generally, a session includes a half hour break. Airport transfers may be considered as one or two sessions depending on the duration. In some centres sports and activities may take place at weekends and it may be necessary for SCs to work on six consecutive days.

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Centres Available for Sport Coordinators

You will also need to attend induction prior to starting your contract. Specific dates and times will be set closer to the time.

Summer Centres	Centre Dates	Link
Clifton College, Bristol	7th July - 20th August 2024	Clifton College
Dean Close School, Cheltenham	3rd July - 31st July 2024	Dean Close School
Chester University	30th June - 11th August 2024	University of Chester
Reaseheath College, Nantwich	5th July - 2nd August 2024	Reaseheath College
Queen Anne's School, Reading	7th July - 4th August 2024	Queen Anne's School
Bootham School, York	8th July - 5th August 2024	Bootham School

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.