



University of the
West of England



**COMPETITION
MANAGERS**

JOB DESCRIPTION

Competition Manager

<u>Salary</u>	£24,403 – £26,666 per annum plus travel and subsistence expenses
<u>Responsible to</u>	Competition Manager
<u>Responsible for</u>	No direct line management responsibilities
<u>Overall</u>	To manage and co-ordinate the planning and implementation of a programme of inter-school competition within the School Sport Partnerships (SSP) of the West of England using the national competition framework for young people as the basis.

Specific Duties

1. To manage and co-ordinate the organisation and delivery of a programme of inter-school competitions, ensuring that these are based on the national framework and associated NGB and Schools Association national templates and also address local priorities.
2. To support the School Sport Co-ordinator/Primary Link Teacher network within and across SSPs to ensure that they provide high quality schools competitions
3. To liaise with the School Partnership Development Managers to ensure that the competition programme supports and compliments the key objectives identified in their plans
4. To manage and support any CPD for the SSSCo/PLTs associated with the delivery of high quality schools competitions.
5. To ensure that the competition programme is linked with the equivalent programmes delivered across SSPs within the CSP/local area and liaise with the Wesport core team and networks to ensure that the programme also fits into the county context.
6. To undertake liaison with the Wesport core team and networks, National Governing Bodies and Schools Associations at County level to ensure that the competition programme delivers the sports national framework, contributes to the sports player pathway and develops appropriate exit routes for the young people into community sport.
7. To ensure that the competition programme is linked effectively with activity undertaken by the local School Sports Association, where applicable.
8. To ensure that the competition programme is effectively linked with other strands of PESSYP and other relevant national programmes.

9. To manage and co-ordinate the monitoring and evaluation of projects associated with the programmes.
10. Any other duties commensurate with the grade of the job.

PERSON SPECIFICATION

JOB TITLE: Competition Manager

SELECTION CRITERIA: The criteria below indicate the qualities that are needed to do the job well. Candidates will be selected according to the extent to which they satisfy these criteria. Evidence of potential will also be considered. Most of the criteria must normally be met in order to qualify for selection.

ESSENTIAL

Relevant Experience

- Relevant work experience in a school, school sports partnership or sports development context
- Successful experience in engaging with and supporting young people/volunteers/teachers in a sport related setting
- Experience in working with a wide range of Partners
- Experience of working strategically
- Wide experience in managing and co-ordinating sports events and/or competitions
- Experience of working with key partners including schools, national governing bodies of sport and school sports associations
- Experience of engagement with monitoring of evaluation of programme delivery
- Excellent knowledge of sports structures from local - national level and a proven track record of achievement
- Understanding and commitment to physical education, school and community sport

Education and Training

- Degree in a relevant subject or the ability to demonstrate equivalent experience and ongoing continuing professional development
- Evidence of further professional studies in physical education or sport
- Knowledge and understanding of safeguarding children and young people

Communication:

- Excellent communication and inter-personal skills, with the ability to motivate, persuade, negotiate and influence both orally and in writing.
- Computer literacy (this should include e-mail and intranet use and knowledge of Microsoft office systems such as Word and PowerPoint)

Self motivation:

- The ability to meet objectives on own initiative
- Committed to continuous self-development
- A willingness to work long and unsociable hours when required

Teamwork:

- Willing to lead specific areas of teamwork, and ensure other team members are aware of roles and responsibilities
- Ability to adopt a flexible approach to working methods when working to your own initiative and as part of a team
- Ability to establish and maintain good working relationships

- Understanding the dynamics of team work when this incorporates other organisations and individuals that need to be influenced/supported in achieving team goals

Organisation:

- Excellent personal organisation skills
- Able to prioritise/meet deadlines as and when required
- Able to cope with unexpected and stressful situations

Response to change:

- A willingness to keep abreast of developments and make a contribution to the planning and implementation of change
- Ability to lead the implementation of change in relation to role responsibilities in line with the national competition framework for young people
- Able to contribute to change processes and implement areas in line with role responsibilities

Other Considerations

- Demonstrate a commitment to equal opportunities
- The ability to travel independently throughout the west of England

DESIRABLE

- Qualifications in sports coaching or officiating