



Head of Sport Job Description

Organisation Name: Track Academy

Salary: £28,000 - £30,000 per annum (£35,000 - £37,500 pro rata)

Hours: Part time - 28 hours per week with evening and weekend work essential (will consider 3 days/week with sufficient expertise or experience)

Annual Leave: 29 days (pro rata) inclusive of public holidays

Office: (likely minimal time in office. more time out of office and at sports centre)

- College of North West London (Willesden) NW10 2XD
- Willesden Sports Centre NW10 3QX

Length of contract: One year contract (to be renewed or made permanent)

Job Title: Head of Sport

Reporting to: Chief Executive

Job Purpose Summary:

To coordinate and deliver a high quality holistic coaching programme at Track Academy, that increases participation and supports positive outcomes on and off the track for young people.

This is a new role to take ownership of Track Academy's athletics side. We are looking for someone that can make sure our sports offering is of the highest calibre, accessible, supportive and rewarding to children and young people. Thereby increasing the number of young people Track Academy work with and using athletics to challenge inequality.

We currently deliver athletics sessions:

- Tuesday 4pm - 5pm (ages 5-11 yrs) and 5pm - 6:30pm (11-23 yrs)
- Thursday 4pm - 5pm (ages 5-11 yrs) and 5pm - 6:30pm (11-23 yrs)
- Saturday 10am - 11am (ages 5-11 yrs) and 11am - 12:30pm (11-23 yrs)

Key Duties and Accountabilities

Overall ownership of all athletics and sports activities at Track Academy.



Leadership:

- Create and maintain an accessible, positive and supportive team culture at the track.
- Coordination of our track & field programme (sprints, jumps, throws, middle distance, endurance).
- Leading the multi skills sessions (ages <11 yrs).
- Overseeing the coaches delivering the mainstream sessions (ages >11 yrs).
- Ensuring all sessions have appropriate coaches as required and meet a high level of delivery and safeguarding.
- Ensuring all coaches have appropriate programmes for the weeks and seasons.
- Conduct student performance reviews with lead coaches.
- Performance reviews for coaches and coaching assistants.

Competitions:

- Planning targeted athletics meets and competitions e.g. Minithons, Middlesex championships etc.
- Checking student athletes are prepared for competitions.
- Leading and managing groups (with support) of athletes to the events.

Athlete liaison:

- Point of contact for new student athletes and parents/guardians.
- Available to support mentoring sessions with athletes if required.

Life skills:

- Support Education and Mentoring team delivering life skills programme.
- Assist team in monitoring and evaluation of programmes.

Outreach and Relationships:

- Build and grow relationships with young people and their parents/guardians.
- Develop relationships with organisations and groups that work with young people to increase referrals and the number of young people attending Track Academy e.g. schools, community groups, faith groups etc.
- Organise taster sessions in schools, colleges, tracks etc. and deliver assemblies if required.
- Ability to support the CEO communicating with stakeholders, partners and funders.
- With coaching support delivering sessions for companies and local supporters.

Events

- Lead management of annual Open Meet in July
- In conjunction with CEO ability to lead project visits by funders and partners.

Upskilling:



- Staying in touch with how sport can be used for social change.
- Increase knowledge and training on how best to support young people e.g. mental health support, improved safeguarding etc.

Team support:

- Support Operations Manager in recruiting coaches as required.
- Input for newsletters and case studies in coordination with the Operations Manager and Comms Lead
- Provide photos and videos if required to support Social Media and Comms leads.

Skills required

- Ability to work with children and young people
- Good planning, organising and time management skills
- Strong social media platform knowledge and creativity flare

Personal Specification

Qualifications

Essential:

- An athletics NGB coaching qualification.

Desirable:

- A degree or qualification in education, sport related subjects, leisure studies or health promotion.
- Youth work or school experience.

Experience

Essential:

- A minimum of 1 years youth athletics coaching experience in a paid or voluntary capacity, ideally in a range of environments including schools/clubs/community settings.

Desirable:

- A keen interest and experience competing in athletics.



Skills & Competencies

Essential:

- Commitment to supporting young people grow and develop on and off the track.
- Ability to motivate and inspire athletes.
- Consultative, enthusiastic and approachable.
- Good communication and interpersonal skills. The ability to communicate a positive image of Track Academy to people at all levels e.g. headteacher to parents.
- Strong organisational skills.
- The ability to work independently.
- A high degree of self-motivation and a drive for change and improvement
- The ability to build, nurture and maintain effective relationships and to communicate well with a variety of people.
- A passion for using sport to help develop people and improve their lives.
- Willingness to develop new skills to best support young people.
- Enhanced DBS Clearance and Safeguarding Children Certificate

Desirable:

- Experience coordinating or leading coaches.
- Experience working with community-based programmes.
- Knowledge of school sports.
- Experience of the charity sector.

Application

Closing date Mon 17th March 23:59.

To apply please submit a cover note and CV to admin@trackacademy.co.uk.