

JOB DESCRIPTION

JOB TITLE: Enrichment Administrator

RESPONSIBLE TO: Business Manager

RESPONSIBLE FOR: No Subordinate Staff

PURPOSE OF JOB:

- To design, develop and implement enrichment, specifically college-based sport enrichment programmes for students.
- To support local initiatives related to sport and healthy lifestyles.
- Act as the main link person, in the context of FE, within the local sporting infrastructure, through County Sports Partnerships, National Governing Bodies (NGB's), Community Sports Networks and British Colleges Sport.
- To co-ordinate the use of the college sports centre and facilities and support the college's competitive sport provision.
- To promote and develop activity programmes which support the curriculum.
- To utilise the sports hall facilities to ensure effectiveness.

MAIN TASKS AND RESPONSIBILITIES:

1. Main Duties

1.1 To enhance and improve the planning, development and provision of sport across the College, specifically as part of the enrichment programme, whilst actively involving local sports organisations.

1.2. To support colleagues in developing the College enrichment programme, particularly focussing on strategies to maximise the use of Enrichment and Tutorial.

1.3 To enhance and increase activity participation rates on those programmes of study which have traditionally been low in participation.

1.4 To increase and improve the range of intra and inter college sporting competitions, arranging fixtures and officials.

1.5 Where appropriate, work with and cooperate on sports specific programmes through Colleges agreeing to focus on specific sports.

1.6 To work with key local sporting partners to signpost more young people into participation in sport in the community.

1.7 To work closely with the football academy and sports staff ensuring clean kit is always ready along with facilities and equipment.

1.8 To promote the benefits and successes of the College's work in this area and ensure it has a high profile both internally and externally.

1.9 To monitor and evaluate the College's progress in relation to the national targets for participation, the College sports development plan and contribute to the overall national monitoring and evaluation process.

1.10 To work with the college sport department to arrange and where necessary attend competitive sport fixtures, taking the lead role in the organisation of transportation, entry and coordination of student performers.

1.11 To ensure effective running of the sports facilities to include gym use and membership, in liaison with curriculum timetabling.

1.12 Work in unison with Chelmsford County Council, maintaining the college's working relationship and attending centre user's meetings in representation of college sport and student interest.

2. General responsibilities

2.1 Contributes to the attainment of the College's strategic objectives, as appropriate.

2.2 Complies with all College policies, practices, and procedures.

2.3. Takes responsibility for personal development, attends conventions, conferences and other similar activities and updating events.

2.4. Participates in and promotes the Staff Development, activity involvement and Appraisal schemes.

2.5 Undertakes such duties as may reasonably be required of you, commensurate with your grade and general level of responsibility at your initial or present place of work, or any other establishment for which the College provides services.

2.6 Takes responsibility for safeguarding and promoting the welfare of children. To undertake and monitor equality and diversity issues.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.