

The Albion Foundation

Schools Partnership Manager - Job Description



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Job Title:	Schools Partnership Manager
Reports to:	Head of Active Lifestyles
Contract Term:	12-month Fixed Term Contract – 37.5 hours per week
Salary Band:	3
Salary:	£24,000-£31,999
Job Purpose	
<p>To lead on the Albion Foundation’s (WBA) Whole School Offer, and Premier League Primary Stars programme.</p> <p>To be responsible for achieving KPIs set by funders, sales within the primary school programme, developing and maintaining outstanding relationships with partner schools and external organisations, curriculum and programme development, staff deployment to schools, quality assurance of programmes and sessions, monitoring and evaluation, report writing and specific professional development training for staff internally.</p>	
Key Duties	
<ul style="list-style-type: none"> • To be responsible for the development of the curriculum, lead the training and quality assurance of staff delivery of the WBA Whole School Offer; this includes coaching/educational sessions to a wide range of schools. • Be the main point of contact with all schools for sale of programmes, maintaining outstanding relationships with key personnel in each school, sort staffing requirements & logistics, additional value support we can provide for each partner school, ongoing quality assurance within the school. • Line manages the Tier 2 group of Coordinators to hit all their KPI’s and continue to drive the strategy for our school provision. • To be accountable for budget setting within the PLPS funding and partner school contribution areas of the overall forecast and budget and manage expenditure within these parameters. • Oversee the staffing timetables of all staff within this delivery area ensuring we have appropriate ratios and qualified staff, and we can cover absence efficiently and maintain standards. • Perform administration duties to support programmes, for example updating VIEWS with attendance information, distribution of information to schools and other organisations. • Develop the resources being used in schools to demonstrate ‘Best Practice’ for Ofsted and Premier League Charitable Fund assessments. • Ensure all provision is delivered in a safe environment and all safeguarding regulations are followed. • Clearly demonstrate all core values, at all times. • Liaise with parents/carers, schools and teachers and other outside agencies. • Plan and deliver a range of internal CPD opportunities to improve school sport delivery team. • Ensure clarity and vision are achieved whilst producing an innovative delivery plan for a programme you are responsible for. • Inspire and motivate others to achieve consistent high standards in and out of the working environment, using a pioneering Quality Assurance framework. • Hit all PLPS KPIs, and evidence impact in all monitoring reports, with the use of outstanding and varied case studies. • Promote and profile the PLPS Programme internally, externally and on social media. • Attend all PLPS related networking events and workshops, regionally and nationally. 	

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Schools Partnership Manager - Person Specification



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Qualifications	Essential	Desirable	Measured
Degree or equivalent		✓	Application
Level 2 in coaching football	✓		Application
Qualifications in any other sport	✓		Application
Coaching Disabled Footballers Award		✓	Application
Recognised Tutor Qualification		✓	Application
Level 3 Certificate in Supporting the Delivery of PE & School Sport (AfPE Level 3) or above	✓		Application
FA Safeguarding Qualification or equivalent	✓		Application
FA Emergency Aid or equivalent	✓		Application
Knowledge			
Knowledge of FA development initiative		✓	Interview
Understanding of safeguarding and health and safety	✓		Interview
Knowledge of business development and financial awareness		✓	Application
Skills			
Able to communicate effectively with a range of people	✓		Interview/practical/ presentation
Able to work in both a team and independently	✓		Interview
Able to adapt coaching sessions to participants	✓		Interview/practical/ presentation
Able to encourage motivate and enthuse young people to participate in sports and physical activities	✓		Interview/practical/ presentation
Excellent planning and organisational skills	✓		Interview

Leading and Managing People	✓		Interview
Basic IT skills to include Microsoft Office products	✓		Application/interview
Experience			
A minimum of 4 years coaching/teaching experience	✓		Application/interview
A minimum of 5 years' experience working with primary schools	✓		Application/interview
Experience of evaluating the effectiveness of coaching sessions and programmes	✓		Application/interview
Overseeing a group or team attempting to reach outputs in a programme	✓		Application/interview
Accountable for an income generating project or initiative		✓	Application/interview
Commitment to development and willingness to undertake training where necessary	✓		Application/interview
Personal			
Ability to work efficiently on own initiative and maintain a high standard of work	✓		Application/interview
A flexible attitude to working and willing to work evenings and weekends including matchdays	✓		Application/reference
Ambitious and driven	✓		Application
Hold a valid driving licence and have access to own transport	✓		Application
Reliable and dependable	✓		Reference