

Healthy Schools Coordinator

Reports to:	Education Partnership Officer
Responsible for	<ul style="list-style-type: none"> • Being the Healthy Schools Coordinator reporting to the Education Lead to support the development and implementation of the partnership’s strategic direction. • Working with the Education Local Partnership Lead supporting the development of the Sport and Physical Activity Education theme of the strategic framework to realise the partnership’s overall vision, mission and objectives. • Under the direction of the Education Lead engage with a range of stakeholders to support collaborative working relationships across the Education theme to support the growth and development of physical activity and sport across the Black Country. • The coordination and management of interventions, programmes and approaches across the Education theme, working with the Education Lead to extract learnings from approaches to develop insight to drive future approaches to getting people active. • Coordinate and manage relationships across the region with local primary, secondary, special schools and Pupil Referral Units (PRU’s) and other education partners, enabling a collaborative focus on learnings around the promotion of activity and active lifestyles.
Key Duties	<ul style="list-style-type: none"> • Coordinate and implement the Black Country Healthy Schools Programme, seeking to provide a strong and varied offer of sport and physical activity that appeals to young people in schools across each of the 4 Black Country Local Authority areas. • Recruit schools to complete the National Active Lives Children’s Survey • Utilise the Active Lives Children’s Survey reports and other key data to improve the schools PE, Sport and Physical Activity offer. • Act as a facilitator by linking up schools and providers (Community Groups and private providers) to ensure they have access to a coordinated offer of physical activity opportunities. • Use insight and learnings from the programme to develop bespoke resources and toolkits to support Black Country schools and stakeholders • Support the implementation of education-based physical activity campaigns and ABC programmes such as the <u>Black Country Rainbow Hour</u> and <u>School Games programme</u> where required. • Liaise with other Active Black Country programme coordinators across thematic areas to share learning and ensure connectivity between priority areas of work. • Work with similar posts at other participating Active Partnerships and Sport England to establish best practice and disseminate and apply wider learnings. • Contribute to the development and performance of Active Black Country, to promote and advocate for the Black Country as a region and our aspiration to be one of the leading Active Partnerships in the country.
	<ul style="list-style-type: none"> • Experience of working within a school or community setting coordinating and providing PE, Sport and Physical Activity opportunities.

Person
Specification

- Experience of developing and interpreting insight and applying findings to a programme of work
- Experience of effective programme management including the coordination of budgets
- Understanding of the principles of partnership working to develop collaborative agendas which drive sport and physical activity initiatives.
- Excellent organisational and time management skills, with an ability to prioritise and meet tight deadlines as and when required.
- Articulate, concise and accurate written and oral communication skills.
- Customer focused approach with the ability to engage and influence relationships across all levels.
- Ability to meet objectives and work on own initiative
- Demonstrates enthusiasm and is able to motivate and enthuse others with regards to the role of sport and physical activity on education agendas.
- Computer literate to a good level in terms of using Microsoft Office software for word processing, spreadsheets and databases.
- An ability and willingness to work as part of a team and to make an effective contribution to the work of ABC and BCC Ltd.
- Resilience and ability to work under pressure in a fast-paced working environment delivering high standards at all times.
- Willingness and interest in keeping up to date with developments and trends in the Education, Sport and Physical Activity sector.
- A good understanding of, and commitment to equal opportunities and safeguarding principles.
- Able and willing to work unsociable hours, including evenings/weekends on occasion.
- Must be able to undertake occasional travel to a variety of external locations.