

JOB DESCRIPTION

- Post Title:** **Daily Mile Coordinator (12 month fixed term)**
- Location:** Morley (Leeds) - The main office base will be at the Yorkshire Sport Foundation office in Morley, however, we expect the post holder to adopt a flexible approach to their work appropriate to the needs of the business.
- Salary:** £21,883 - £26,441 per annum based on 37 hours per week (plus travel expenses and pension contribution)

PURPOSE OF POST

- The Local Coordinators are responsible for promoting and supporting the growth of The Daily Mile across England. The Local Coordinator will strengthen the vision and blueprint of The Daily Mile strategy.
- The Local Coordinator will work closely with The Daily Mile Foundation to maintain the quality assurance of the project and its values.
- The Local Coordinator will create an environment of trust and collaboration so that schools, partners and stakeholders see the benefit of implementing The Daily Mile.

DUTIES AND RESPONSIBILITIES

I. Partnerships

- I.1 To act as the main 'The Daily Mile' contact across the whole of the Active Partnership geographical area – South Yorkshire and West Yorkshire.
- I.2 Increasing the number of schools participating in The Daily Mile.
- I.3 Confidently promote the vision of The Daily Mile to create a vibrant network of schools implementing the programme.
- I.4 Influence schools and stakeholders to implement The Daily Mile by highlighting the simplicity and its wider health and social benefits.
- I.5 Promote The Daily Mile as a key ingredient to making a significant contribution towards the national strategy of tackling obesity amongst young people.
- I.6 Maintain relationships with existing schools, stakeholders and local policy makers.
- I.7 Provide support to schools, partners and stakeholders when facing challenges adopting and maintaining The Daily Mile.

1.8 Assist with the implementation of The Daily Mile recognition scheme.

2. Communication

- 2.1 Support the sharing of new ideas, best practice and leanings from The Daily Mile Programme with other Local Coordinators and The Daily Mile Foundation.
- 2.2 Collaborating with The Daily Mile Foundation to the continued development of online and social media platforms.
- 2.3 Coordinate local and regional launches and forums.
- 2.4 Monitor The Daily Mile Brand so that it is not compromised.

3. Governance

- 3.1 Report to the Active Partnership on progress.
- 3.2 Establish local targets with the Active Partnership, Sport England and The Daily Mile Foundation.
- 3.3 Prepare status reports on targets on a regular basis and give briefings to the National Coordinator & The Daily Mile Foundation.
- 3.4 Act as the communications conduit to the Northern Coordinator to The Daily Mile Foundation team.
- 3.5 Evaluate school, partner and stakeholder feedback and maintain an up-to-date record of documentation for the specific elements associated with the local role.
- 3.6 Evaluate registration data and progress against outcomes and share with key stakeholders.

And any other duties commensurate with the grade and falling within the scope of the post, as requested by Management.

Responsible to: Responsible to Development Manager – Education & School Sport

EMPLOYEE SPECIFICATION

Post Title: Daily Mile Coordinator

Location: Morley (Leeds)

	CRITERIA	RANK	HOW IDENTIFIED
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with or in schools in a public, private or voluntary capacity 	A	All will be identified through the <ul style="list-style-type: none"> • Application Form • Interview
	<ul style="list-style-type: none"> • Experience in designing, implementing and reviewing sports initiatives / plans 	A	
	<ul style="list-style-type: none"> • Experience in creating and managing effective relationships with stakeholders, partners and customers 	A	
	<ul style="list-style-type: none"> • Experience of project management 	A	
	<ul style="list-style-type: none"> • Experience in event organisation 	B	
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Educated to degree level or proven ability to work to this level 	A	All will be identified through the <ul style="list-style-type: none"> • Application Form
	<ul style="list-style-type: none"> • Other development or learning relevant to the post 	B	
GENERAL AND SPECIAL KNOWLEDGE	<ul style="list-style-type: none"> • A good knowledge of current insight into factors relating to increasing participation in PE, sport and physical activity. 	A	All will be identified through the <ul style="list-style-type: none"> • Application Form • Interview
	<ul style="list-style-type: none"> • An understanding of the current issues facing schools 	A	
	<ul style="list-style-type: none"> • Knowledge of The Daily Mile and role of Active Partnerships 	A	
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills with the ability to 	A	All will be identified through the

	<p>communicate with people at all levels.</p> <ul style="list-style-type: none"> • Ability to lead and motivate others. • Good written and oral skills. • Be able to work efficiently on own initiative, under pressure and maintain a high standard of work. • Computer literate. 	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> • Application Form • Interview
ANY ADDITIONAL FACTORS	<ul style="list-style-type: none"> • Must be able and willing to work unsocial hours including occasional evenings and weekends. • Current full driving licence or ability to travel around West/South Yorkshire effectively. • Subscribe to the values of Yorkshire Sport Foundation 	<p>A</p> <p>A</p> <p>A</p>	<p>All will be identified through the</p> <ul style="list-style-type: none"> • Application Form • Interview

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, and B in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the A’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during the induction. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, practical tests, group discussions, presentations, interviews.