



**TRC**  
THOMAS ROTHERHAM COLLEGE

# Community Sports Centre Deputy Manager

**Closing Date: Wednesday 21 June 2023**

**Interviews Date: Week Commencing 26 June 2023**

Responsible to:	Trust Community Sports Manager
Responsible for:	The post holder will work closely with the ELT, the Trust Events and Community Engagement Officer and Trust Marketing and Publicity Officer
Salary:	Inspire Support Band D+ FTE salary is £23,500 to £24,702.
Working hours:	1 or 2 days per week (up to 15 hours) as part of a working rota within the hours of 08:00 to 21:30, 7.5 hours per day.

Inspire Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School, and Thomas Rotherham College.

The post holder will take co-responsibility for the development and management of Trust Sports Facilities, supporting the development and implementation of any Trust Sports strategies.

The post holder will work closely with the ELT, the Trust Events and Community Engagement Officer and Trust Marketing and Publicity Officer.

Specific hours and days of work will be confirmed with the successful applicant. Weekly hours will be 7.5 – 15 per week within our core business hours of 08:00 to 21:30 Monday – Sunday.

We offer a positive working environment, we care about our learners, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect,

responsibility, resourcefulness, resilience, reflection, risk taking and relationships.

Applicants are required to apply via our online application form which is available on our website: <https://www.inspiretrust.uk/vacancies/>

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers, and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its workplaces. We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.



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## **Inspire Trust is committed to... Educational Social Responsibility We are committed to a value led educational provision.**

Inspire Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**
- **Inspired to achieve - Oakwood High School**
- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**

Underpinning this ethos, Inspire Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,  
Reflection, Risk taking and Relationships***



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## Job Description and Person Specification

### Main Purpose of Job

To assist the development and management of Trust Sports Facilities, supporting the development and implementation of any Trust Sports strategies.

The post holder will work closely with the ELT, the Trust Events and Community Engagement Officer and Trust Marketing and Publicity Officer

Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.



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## Role Specific Duties and Responsibilities of the Post

(Including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

Liaison and Networking	A	L	O
To represent the Trust on local, regional, and national sports committees as appropriate, and to develop effective links with appropriate sports bodies and other outside agencies as required.	✓		✓
To liaise with other Trust staff as appropriate, in particular the Trust Sports Manager, Finance and Marketing teams.			✓
To liaise with and assist the coaches with the delivery of educational sports programmes.			✓
To liaise appropriately with schools (and in particular those other schools in the Trust), community sports clubs, and other organisations using or interested in using the Trust Sports facilities.			✓
To take a lead role in customer liaison including the analysis of customer feedback questionnaires.	✓		✓

## Generic Duties and Responsibilities

Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.

All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).

Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.

Participate and contribute to Talent Development and the development of Service Delivery Plans and Operational Schedules.



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All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.

Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.

Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.

Establish constructive relationships and communicate with others (inside and external to the Trust).

Organise and support Academy and Trust events as requested.

Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.



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## Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers, and volunteers to share this commitment.

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

Role Specific Tasks	Essential	MoA
To assist the TRC Sports Manager in the running of Trust Sports Facilities and programmes	✓	AF / I / R
To promote the Trust Sports Facilities, including the TR Sports brand, Fitness Centre membership, additional classes, and activities, the TRC academies and the promotion of sport and fitness in the community	✓	AF / I / R
In conjunction with the TRC Sports Manager, take responsibility for the day-to-day management of all indoor and outdoor sports and fitness facilities including handling enquiries, bookings, and payments.	✓	AF / I / R
Responsibility for the day-to-day operational activities of the Community Sports resources, including materials and equipment.	✓	AF / I / R
To support the TRC Sports Manager in the training and skills development Community Sports staff.	✓	AF / I / R
To assist with the development of holiday sports camps and other sports developments including external funding projects.	✓	AF / I / R
To provide outstanding front of house customer service both face to face and by phone.	✓	AF / I / R
To deputise for the TRC Sports Manager in their absence with the following duties: <ul style="list-style-type: none"> <li>- The supervision of staff, staff rotas and development of all TR Sports facilities.</li> <li>- To meet with the appropriate manager to set targets and accurate monitoring of financial performance including regular returns.</li> <li>- Take responsibility for monthly standing orders and raising of all invoices.</li> </ul>	✓	AF / I / R
To assist in the production and completion of monthly financial data, figures and sensitive data as required by the TRC Sports Manager.		



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To assist the Trust's community education programme and related provision with the development and delivery of accredited courses within the Sports Centre, including appropriate coaching and NVQ's.	✓	AF / I / R
To assist the TRC academies programme with administration and organisation of the project.	✓	AF / I / R
To support TRC with the rep sports programme administration.	✓	AF / I / R
To ensure the financial and administration processes, systems and procedures are followed to meet the highest standards and efficiency.	✓	AF / I / R

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Trust is committed to providing a safe, secure, and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy, we have contracted with the Education Support Partnership, and they provide us with an Employee Assistance Programme to support all staff on a range of issues. Our recent Staff Wellbeing survey shows that we are in the top 10% of educational providers in the country in respect of how our staff view their wellbeing experience at work (all ratings are out of 5). We will continue to work with our staff body to improve and ensure that we remain a really good place to work, in line with this ethos the Trust became an Accredited Living Wage employer as of September 2022.