

HAVERHILL COMMUNITY

Sports Association Ltd

The New Croft, Chalkstone Way, Haverhill, Suffolk CB9 0BW

Tel: 01440 702137

Sports Development Apprentice

Organization- Haverhill Community Sports Association

Salary- £80.40 pw Minimum

Location- Haverhill

Type of Contract- Full-Time (2 years fixed term is subject to terms of contract)

Closing Date- Monday 28th July 2014

Job Description-

Haverhill Community Sports Association require a sports development apprentice to support the role of the current community football development officer.

The sports development officer aim will be to provide opportunities in sport (mainly football) for all sections of the community.

They will distribute information and organize football related activities, classes, programmes, coaching, school club links and club development.

The officer will support those participants who wish to play the game for fun as well as supporting higher level participants and support their further development.

The central aim is to increase participation and opportunity within Haverhill and the community area however the sports development officer will be required to support the current facility manager in facility operations including managing budgets, health and safety and staffing.

Qualification -

Year 1- Level 2 NVQ Certificate in Activity Leadership

Year 2- Level 3 NVQ Diploma in Sports Development (As long as merit or above achieved in year 1)

Main Roles-

- To support the delivery of the Football Development Plan
- Facilitate community based sport
- Manage own resources and professional development
- Increase participation in football
- Plan and organize services
- Link in with local schools and clubs
- Support the Facility Manager in operations
- Help with day to day duties
- Assist the delivery of coaching sessions
- Seek and access grants to support participation growth
- Manage budgets and scheduling

You will already have-

- Good levels of numeracy and literature
- IT experience (Excel, Word, PowerPoint)
- Well presented
- A good time keeper
- Organisational skills
- Communication skills
- Good team working skills
- Flexible
- Energy
- Confidence
- Previous experience in sport and football
- Coaching and development experience
- Physically fit

Qualifications Required-

- 5 A-C GCSE (Math's and English required)
- FA Coaching qualifications

How to Apply-

Please send all CV's and a cover letter explaining why you feel you are suitable for the position to bettsyhaverhillrovers@hotmail.co.uk. If you need to discuss the position further please contact Peter Betts on 07539 229114.

Interview Dates-

Week Commencing 4th August 2014