



Role Profile

Active Schools Manager

Reference No.	1ww1393	Type	Generic
Service	Education & Children's Services		
Job Family	Professional 2	Grade	FC9

Purpose

The fundamental aim of the Active Schools Network is to offer all children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood.

The successful candidate will be responsible for the leadership and strategic management of the Active School Programme across Fife in line with National, Regional & Local Strategy and will directly line manage a team of Active Schools Coordinators.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

- To be responsible for the leadership and strategic management of the Active School Programme across the Fife area in line with National, Regional & Local Strategy.
- Work strategically with key national and local partners to plan and develop opportunities for all children across Fife to participate in physical activity and sport and enable the creation of pathways from schools to the wider community.
- Work strategically with key national and local partners to increase participation amongst "hard to reach" groups by planning and developing a targeted approach.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Experience

- Clearly demonstrate knowledge and understanding of the aims of the Active Schools Network. ✓
- Experience of working as a member of a management team formulating strategic plans, delivering and achieving results. ✓
- Considerable proven project and budget management experience. ✓
- Considerable relevant experience in the field of education, health, sport, leisure and/or recreation industries. ✓

E = Essential Criteria D = Desirable Criteria

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<p>Manage the building of a sustainable volunteer network and appropriate volunteering infrastructure for Active Schools within Fife</p> <ul style="list-style-type: none"> ▪ Develop and implement a system for managing the future volunteering needs/requirements of Fife Active Schools Network staff. ▪ Manage the retention of effective volunteers actively engaged in Active Schools and identify progression pathways for interested volunteers across Fife. ▪ Ensure systems are in place to increase the number of effective volunteers actively engaged in delivering quality Active Schools sessions and a retention & support plan ▪ Manage and co-ordinate a quality education & training programme for all volunteers, coaches, teachers and staff involved in Active Schools ▪ Ensure the implementation of a Fife LA Volunteering Policy and develop procedures for all Active Schools and other relevant staff. ▪ Manage Child Protection within Active Fife & the co-ordination role within education 	<ul style="list-style-type: none"> • Experience in successful partnership working and the ability to identify good practice. • Experience in promoting the role of physical activity, physical recreation and sport as a contributor to community planning. • Knowledge/understand in g of the policy framework set by the Scottish Government, which influences local and national priorities in education and health. 	<p>✓</p>	<p>✓</p>
	<p>Education, Qualifications & Training</p> <ul style="list-style-type: none"> • Educated to degree level or GTCS registered. • Membership of a relevant professional organisation. 	<p>✓</p>	<p>✓</p>
	<p>Skills, Abilities & Knowledge</p> <ul style="list-style-type: none"> • Proven ability to lead, manage and develop a team. • Ability to prepare strategic plans, in partnership with key partners. • Clearly demonstrate communication skills, both written and verbal. • Ability to prioritise tasks, meet deadlines and work on own initiative. • Confident in using Word, Excel and PowerPoint. • Ability to travel across Fife 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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<p>Work strategically with key national and local partners to plan and develop opportunities for all children across Fife to participate in physical activity and sport and enable the creation of pathways from schools to the wider community.</p> <ul style="list-style-type: none"> ▪ Manage effective partnerships with national, regional and local agencies & individuals (within education, Active Fife & others) ▪ Develop and implement structures to effectively support transition. ▪ Develop strategic partnerships with SGBs, sports development professionals, local sports councils and sporting organisations to support integrated sports specific pathway plans. ▪ Lead integrated planning between Active Schools and key partners to maximise resources and improve the physical activity pathway from school to the wider community across Fife 	<p>Interpersonal & Communication Skills</p> <ul style="list-style-type: none"> • Possess personal motivation, which inspires a strong commitment to working towards the concept of Active Schools. • Enthusiastic and highly motivated with the ability to motivate others. • Results orientated. • Excellent interpersonal skills. • Strong influencing and negotiating skills. • Value and promote equality and diversity within Active Schools and with partners. 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Work strategically with key national and local partners to increase participation amongst “hard to reach” groups by planning and developing a targeted approach.</p> <ul style="list-style-type: none"> ▪ Lead the strategic development of Active Schools plans which identify and develop an understanding of the needs of children and young people in relation to sport and physical activity from the following groups: ▪ Girls and young women ▪ Children and young people who do not currently participate in physical activity and sport ▪ Children and young people with a disability 	<p>Health & Physical Attributes</p> <ul style="list-style-type: none"> • Ability to provide a regular and efficient service. 	<p>✓</p>	

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<ul style="list-style-type: none"> ▪ Establish links with key partner agencies to develop an understanding of the needs of children and young people from hard-to-reach groups. 			
<p>Lead and manage the effective integration, planning, management and delivery of Active Schools within Fife working in partnership with key national and local partners:</p> <ul style="list-style-type: none"> ▪ Recruit, deploy, induct and manage Active Schools personnel in accordance with Sports Scotland and local authority employment, recruitment and induction guidelines. ▪ Develop a training and support programme for Active Schools Coordinators. ▪ Lead the development, implementation and monitoring of the Integrated Investment Paper and Active Schools Annual Action Plan (using both national and local monitoring data). ▪ Manage and co-ordinate a quality performance management reporting system for monitoring and evaluation of the Active Schools Programme ▪ Develop an evidence-based approach to planning ▪ Ensure joint cluster plans are produced and monitored and are reflected within School Development Plans. ▪ Ensure Active Schools plans are embedded in other relevant local and r ▪ Ensure Active Schools has a high profile within Fife and within the region ▪ Follow local authority guidelines on performance and personal development. ▪ Ensure all Active Schools personnel attend National and Regional Active Schools training sessions, networking days and conferences. 			

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<ul style="list-style-type: none"> ▪ Work in partnership with key stakeholders to identify clear policy guidelines and procedures to support the work of the Active Schools Network in Fife ▪ To manage and deliver quality integrated and co-ordinated services across schools, clubs and communities of sport & physical activity across Fife ▪ To be responsible for the financial planning and management of the Active Schools budget, to access additional funding and to assist Active Fife in overall budgetary planning ▪ To manage and co-ordinate strategic plans across the school clusters ▪ To assist in the development and writing of the Fife Sports Strategy in partnership with the strategy group regional strategies. 			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results