Draft Job Descriptions

Draft job description: "new BCS" Chief Executive / Strategic Head

The outline below is for consideration in formulating a Job Description for the CEO post.

Overall role:

- To lead and manage the "new BCS" by providing leadership to the management team and staff of the organisation and ensuring the effective operation of the organisation
- To oversee the effective operations of the Strategy, Finance and Policy Committee; the Nations and Regions Committee; the Sports Specific Management Groups; the Events Committee; and the Disciplinary Committee
- To work with the Board to formulate a new college sport strategy, develop policy and oversee their implementation
- To work with the Chair to ensure that the "new BCS" Board formulates and regularly reviews the organisation's mission and strategic plan; ensuring it is able to monitor annual plans and targets
- To work with the Chair to ensure that the Board receives appropriate advice and information on all relevant matters and hence enable it to fulfil its governance responsibilities
- To be responsible to the Board for the overall financial health of the "new BCS"
- To act as the interface between the "new BCS" and other partners in the FE framework for sport including the FE Stakeholders Group, the Portfolio Group for Sport, the AoC, Skills Active, Healthy FE and regional structures.

Specific duties and responsibilities:

1. Working with the Board:

- To ensure appropriate presentation and reporting to the Board on the progress of the "new BCS" on all matters relevant to the discharge of its responsibilities
- As agreed with the Chair to develop policy proposals for Board discussion and decision
- To support the Chair in ensuring the continued engagement/ involvement of all members of the Board
- As appropriate, to monitor and advise on the composition of the Board, its committees and the process of self assessment and development
- To ensure an annual calendar of meetings of the Board and its principal sub-committees is in place.

2. Leading and managing the organisation:

- To ensure that a long term strategy is in place which can guide the "new BCS" in achieving its objectives and meeting the objectives and targets set by the FE Stakeholder Group and the Portfolio Group for Sport
- To enable the "new BCS" to articulate its corporate philosophy and value base; ensuring that these are consistently applied across the organisation
- To be responsible to the Board for the overall financial health of the organisation; ensuring that expenditure is controlled in line with budgets as approved by the Board
- To ensure that the "new BCS" discharges its constitutional and legal obligations

- To provide leadership to the management team, keep under review and appraise the work of staff reporting directly to the CEO
- To ensure that the organisation has the resources to operate as effectively as possible through developing a programme to bring in new funding from both public bodies and the private sector
- To establish and maintain an HR system which ensures leadership and maximises the potential of staff and is in keeping with the mission and values of the “new BCS”
- Ensure the organisation is presented in an appropriate manner to its stakeholders.

3. Promoting and communicating the work of the “new BCS”

- To maintain effective networks with all principal supporters and stakeholders including those identified in the framework for FE sport
- To seek opportunities to expand and promote the role of the new organisation.

Draft job description: Regional Strategic Partnership Officer

Regional Strategic Partnership Post, ideally based within the AoC Regional office and led by AoC in the first instance.

Overall role:

- To establish strong partnerships and communication between key regional organisations and FE Colleges throughout the region
- To support, guide and advise colleges on matters relating to sports policy and programmes, national and regional funding streams, new developments in the sector and sports specific development programmes
- To act as the main point of contact for Further Education, helping CSPs, SSPs, Sport England, NGBs and a range of other organisations understand the FE sector.

Specific duties and responsibilities:

- To establish partnership working with key regional and national organisations – ensuring FE is represented on relevant groups across the region
- Maintain close working links with YST and SSPs in the region to ensure that the requirements of FE colleges are met within Youth Sport Trust initiatives
- Support and develop the FESCos in the region, helping them manage their own sub-regional networks and supporting them to identify their CPD needs
- Maintain close working relationships with NGB representatives in the region, enabling them to gain access to the FE sector in priority areas for their sport, and ensuring FE colleges are aware of NGB priorities and plans
- Represent the FE sector on regional 2012 legacy management structures and steering groups, developing close working relationships with any 2012 officers present in the region, particularly where they have a focus on children and young people
- Develop a working relationship with Podium to support colleges in developing 2012 Olympic cross college legacy plans
- Ensure two way communications between CSPs in the region and FE Colleges, developing CSP commitment to the colleges and helping to secure partnership funding opportunities, NGB links and FE representation on CSP governance structures where appropriate.
- Establish new or support existing sub-regional networks and forums: including county FE action planning groups, curriculum support groups, FESCo networks etc – providing information, advice and guidance, and signposting each group to relevant regional support, tools or research.
- Collate examples and evidence of best practice, including the development of case studies where necessary, so that all colleges have access to relevant information when developing their own programmes
- Advocate the work and success stories in FE which will raise the profile of FE sport, showing the impact it can have on wider educational and sporting agendas and the benefits of partnership working.
- Ensure training opportunities are available and promoted to all within the FE sector, including FESCos, staff, coaches and volunteers
- To support FESCos in the region to increase participation and the number of college students involved in inter-college competition and volunteering

- Support FE colleges to submit funding bids (revenue and capital) to develop sport and physical activity within their college - potentially including the development of a funding calendar, showing deadlines for funding submissions to various streams
- Encourage and support FE Colleges to work with the Healthy FE initiative and programme, supporting the regional Healthy FE network in order to enhance physical activity, student wellbeing and consequent improvements in learning and community linkages
- Support and provide volunteering opportunities for FE students by linking with key partners to ensure increased opportunity for gaining experience, further qualifications and expertise.
- To monitor and evaluate progress in relation to the national targets for participation, demonstrating the impact of FE sport on achieving the objectives of various organisations
- To comply with all aspects of the Data Protection Act.

Draft job description: Regional Competitions, Tournaments and Fixtures Officer

Regional Competition, Tournaments and Fixtures Officer, employed by "new BCS" and probably based within a college in a region.

Overall Role:

- To manage and implement an inclusive framework of competition from recreational level to elite throughout the region, based on "new BCS" competition plans and the competition programmes of specific sports NGBs.
- To organise regional fixtures and tournaments, in conjunction with a lead person for each sport, and ensure the smooth operation of all competitions, fixtures and events.

Specific duties and responsibilities:

- Audit the current opportunities for competitive (inter-college) sport in the region, noting where there is duplication and gaps
- Work with the Regional Committee and Sports Specific Management Groups to identify how the current opportunities can be rationalised and improved
- Draw up the plan of competitions for the year and cost out the plan to set the budget
- To manage leagues, including fixtures, and results – with larger sports, in conjunction with lead officer for that sport in the region
- Work with the National Governing Body for the sport to ensure a planned approach to types and range of opportunities within the sport, plus progression into clubs for those taking part
- Support the maintenance of web pages of fixtures and results
- To arbitrate in disputes related to non compliance with rules on fixtures and student discipline – referring issues to the national disciplinary committee where appropriate
- Work with relevant NGB to ensure relevant discipline codes are implemented
- To utilise college facilities and resources to minimise financial burden
- To work with relevant NGBs to establish a pool of referees and umpires to support the competition framework
- To manage the regional team selection for the National Championships
- To co-ordinate the booking of facilities and accommodation requirements for the regional team to attend the National Championships
- To support the Regional Treasurer in obtaining payment of any associated fees related to competitions in the region
- Co-ordinate transport to the National Championships
- Develop other sports competitions in conjunction with the relevant sports specific management group as part of the "new BCS" structure
- To manage the trials for regional representative teams
- Support the managers of the regional representative teams
- To co-ordinate the purchasing of regional squad kit
- To support the "new BCS" regional Secretary and main committee as appropriate
- To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities
- To comply with all Health & Safety, Child Protection and Risk Management policy and legislation in the performance of the duties of the post, ensuring all safeguarding policies and procedures are implemented
- To comply with all aspects of the Data Protection Act

- To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any ongoing activity
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.