



ARGYLE COMMUNITY  
TRUST

Home Park,  
Plymouth, PL2 3DQ

## Argyle Community Trust Premier League Primary Stars Manager

Argyle Community Trust are seeking a dynamic individual to become part of its team. As part of the Argyle Community Trust you will be responsible for managing the Trust's Premier League (PL) Primary Stars project and its teams of deliverers. As part of the role the individual will be required to develop and improve the offering of provision in line with Key Performance Indicators set by the Premier League (PL) these include Core subject delivery such as Maths, English & Reading Interventions, Physical Education CPD for Primary School teachers along with engaging with SEND Schools and primary school whole curriculum offers. The individual will regularly communicate and manage Premier League officers across Devon & Cornwall and will set Key Performance Indicators to ensure targets are measure and evaluated against the overall programmes requirements.

In your covering email you should draw on all relevant aspects of your experience, including paid employment and/or voluntary work and training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification above.

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

**Reportable to: Deputy Community Manager**

**Closing date for applications: TBC based on experience**

**Wednesday 16<sup>th</sup> September 5.00pm**

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete the attached application form and a covering email to:

[Actrecruitment@paafc.co.uk](mailto:Actrecruitment@paafc.co.uk)





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**Job Description:**

**Hours:** 40 hours per week; evening and weekend work are a requirement of the post

**Salary:**

**Responsible to:** Deputy Community Manager

**Area:** Devon and Cornwall

**Key Duties:****Management Duties:**

Manage and deliver on Argyle Community Trust's PL programme. This includes responsibility to:

- Implement the project in line with the contractual requirements
- Support the PL Primary Stars Officers in developing PL Primary Stars across Devon and Cornwall.
- Manage staff working on PL Stars programme to ensure KPI's are achieved, practical delivery staff and admin staff.
- Complete Premier League reports when requested.
- Ensure regular communication with Premier League Primary Stars Team.
- Attend PL training events/meetings.
- Ensure delivery of high quality PE and school sport on the programme
- Develop training for schools' staff ensuring staff are competent to deliver as part of the 12 week free offer.
- Work with the Schools and Participation team to develop opportunities to improve the Trust offering across Devon and Cornwall.
- Complete monitoring & evaluation in line with PLCF and the Trust's policies.
- Ensure accountability on the project.
- Develop and maintain relationships with schools and their staff including Head teachers, PE teachers and Business Managers.
- Liaise with internal and external partners throughout including; County FAs, Grass Roots Clubs, school staff, School Sports Partnership, Local Authority Sports Development Teams and any other relevant partners in Plymouth & Cornwall.
- Increase unrestricted income from schools through sports provision, educational workshops and stadium based learning.
- Work to agreed budgets and to targets set in project plans.
- Work with other PL Stars staff to provide termly case studies to share through social media channels and provide to the PLCF.

**Development Duties:**

- Engage and inspire participants (aged 5 - 11) in the programme.
- Develop learning resources for PE, PSHE, Numeracy, Literacy & Enterprise for the PL Stars programme.
- Provide training to schools based on the digital offer available to all schools.
- Liaise with key stakeholders to ensure maximum impact.





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- Deliver classroom based interventions.
- Organise whole school collapsed curriculum days and assemblies.
- Deliver regular continuous professional development sessions at schools with PL Stars team.
- Deliver CPD events to Trust staff.
- Develop a social action programme within Primary schools as part of PL Primary Stars.
- Develop and improve reporting of impact and quality of impact reports as part of case studies within the programme across the regions of Plymouth, South Hams & Cornwall.
- Increase and develop our provisional offers to SEND Schools as part of the KPIs
- Increase our offering to BAME Communities through targeted interventions within both a community and school setting

#### Other Duties:

- Share responsibility for with line management of a team of Community Trust casual coaches in delivering high quality sessions across all of our PE and school sport programmes in particular the extracurricular delivery.
- Support and deliver on practical sessions as directed by line manager, including after school clubs, evening sessions and weekend football if necessary.
- Work closely with the other full time coaches and officers within the Trust in sharing of good practice, ideas and attend regular management meetings.
- Quality assure all PE and sports sessions delivered by the Trust in both counties making sure the Club's safeguarding guidelines are in place and all compliance measures are enforced.
- Organise and support Special Events to assist in the promotion of the Trust's activities, this may include match days.
- Continually monitor and evaluate all sessions, activities and programmes and adapt delivery accordingly.
- Retain young people in sport by providing guidance on progression, exit routes and further sporting and leisure opportunities based on the young person's interests and abilities.
- Complete office and administrative duties when required.



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<b>Essential Qualifications</b> <ul style="list-style-type: none"> <li>• Attended or undertaking AfPE Level 3 curriculum qualification</li> <li>• Minimum Level 2 FA qualified coach</li> <li>• Minimum of Level 1 qualification in another sport</li> <li>• Degree in Sports Development or similar field</li> </ul>	<b>Desirable Qualifications</b> <ul style="list-style-type: none"> <li>• FA Generic Tutor trained</li> <li>• FA Coach Educator</li> <li>• Attended Youth Awards Module 1 &amp; 2</li> </ul>
<b>Essential Knowledge</b> <ul style="list-style-type: none"> <li>• Understanding of the National Curriculum (primary schools) especially within Numeracy, Literacy and PE.</li> <li>• Experience of involvement in projects/events</li> <li>• Understanding of sports equity</li> <li>• Understanding of how impact is monitored and measured</li> </ul>	<b>Desirable Knowledge</b> <ul style="list-style-type: none"> <li>• Understanding of quality assurance</li> <li>• Understanding of assessment styles and methodology</li> </ul>
<b>Essential skills</b> <ul style="list-style-type: none"> <li>• Good organisational and time management skills with the ability to work effectively to achieve deadlines and manage expectations</li> <li>• Ability to deliver KS1 &amp; KS2 Curriculum coaching</li> <li>• Ability to deliver coaching sessions in a number of settings</li> <li>• Ability to deliver multiple projects</li> <li>• Good communication skills</li> <li>• Ability to develop new projects and sustain existing programmes</li> <li>• Ability to manage a team of casual and voluntary staff.</li> <li>• ICT Skills</li> <li>• General appearance: smart and able to command respect</li> <li>• Evidence of a good attendance record</li> <li>• Ability to work as a team member</li> <li>• Sensitivity to the needs of colleagues, young people and the community</li> <li>• Be able to work evening and weekends when required</li> </ul>	<b>Desirable Skills:</b> <ul style="list-style-type: none"> <li>• Evidence of innovation and problem solving</li> </ul>