

ENDEAVOUR LEARNING TRUST



Post Title:	Programme Development Officer
Job Purpose:	Responsible for providing programme and business development support to Endeavour Community Partnership
Responsible to:	Director – Endeavour Community
Responsible for:	N/A
Internal Working Relationships:	Director, Operations Manager, Extended Services Manager, Competition Manager, PE and School Sport Officer, School Sport Specialists, Apprentices and Extended Services Staff.
External Working Relationships:	Partner Schools, Network of Local Clubs and Community Groups, National Governing Bodies of Sport, Youth Sport Trust, Sport England West Lancashire Borough Council and West Lancashire Community Leisure Trust
Hours of Work:	37 hours per week
Working Weeks:	Full Year
Contract Type:	Permanent
Grade and Range of Post:	Grade 5, Scale Point 6 – 11, £19,698 - £21,748
Current Base:	Burscough Priory Academy Travel between sites and venues will be a requirement of the role.
Disclosure Level:	This post is subject to an enhanced DBS check
Main / Core Duties:	<p>To support in the delivery of Endeavour Learning Trust’s vision for Endeavour Community.</p> <p>To provide administrative, financial, operational and business support to Endeavour Community</p> <p>To develop the brand of Endeavour Community and deliver an effective marketing and communication strategy for programmes.</p> <p>To support the development of the extended services programme across the Trust’s sites engaging a broad range of community users.</p>

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	<p>To support the development of Endeavour Community Holiday Camps and Endeavour Community Activities.</p> <p>To support in the organisation, administration and delivery of School Sport Partnership Events/Activities.</p> <p>To develop and manage systems to support the effective operation of programmes.</p> <p>To develop relationships and enhance communication between Endeavour Community and key stakeholders</p>
Operational Planning:	<p>To prioritise workload efficiently and show resourcefulness when dealing with competing priorities.</p> <p>To support with the planning of work programmes across Endeavour Community and to monitor progress against agreed targets/timescales.</p>
Service Provision:	<p>To provide administrative, financial, operational and business support to Endeavour Community</p> <p>To deliver and support service provision of PE, school and community sport programmes as and when required</p>
Service Development:	<p>To develop and manage systems to support the effective operation of programmes across Endeavour Community.</p> <p>To support the growth of Endeavour Community across current work programmes and through the diversification of services delivered by the organisation.</p>
Staffing and Staffing Development:	<p>To support the Operations Manager and Extended Services Manager in identifying training needs within Endeavour Community and provide/source appropriate guidance and training or make suitable recommendations for action.</p> <p>To mentor Apprentices engaged by Endeavour Community</p> <p>Liaise with the Finance, HR, Estates and IT colleagues with Endeavour Learning Trust to facilitate the smooth running of Endeavour Community</p>

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Recruitment / Deployment of Staff:	To work with the Operations Manager and Extended Services Manager to ensure the effective deployment of staff across Endeavour Community programmes.
Quality Assurance:	<p>To support the monitoring and evaluation of programmes across Endeavour Community</p> <p>To maintain an understanding of relevant Endeavour Learning Trust and Endeavour Community procedures and policies.</p>
Management Information and Administration:	<p>To develop and manage systems to support the effective operation of programmes across Endeavour Community.</p> <p>To maintain the confidentiality of all personal and financial information relating to the activities of Endeavour Community and related parties (commercial and non-commercial).</p> <p>Ensure compliance with the requirements of GDPR and the Data Protection Act 2018.</p>
Communications:	To ensure all communications with service users and stakeholders reflect the culture and values of Endeavour Learning Trust and Endeavour Community.
Marketing and Liaison:	<p>Develop, nurture and maintain the positive image of Endeavour Learning Trust and Endeavour Community.</p> <p>Attend all functions and meetings as directed by the Director of Endeavour Community to support the delivery of this role.</p>
Management of Resources (Other than People):	<p>To take responsibility for the safe use and safe keeping of all resources provided.</p> <p>To constantly strive for value for money and greater efficiency in the use of public and charitable funds and donations.</p>
Corporate Responsibility:	To abide by and implement all policies and procedures of Endeavour Learning Trust and Endeavour Community, including being aware of and responsible corporately and individually for Health and Safety.
Other Specific Responsibilities:	To contribute to the overall aims and objectives of Endeavour Learning Trust and Endeavour Community by ensuring the core values are exemplified in your attitude, language and behaviour.

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	To continue personal development in areas relevant to your role and to participate in staff performance management and appraisal reviews.
General Statement:	This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.
Safeguarding:	Endeavour Learning Trust and Endeavour Community are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.
Date:	September 2020