



**ELATUS SPORTS**  
From community hub to community club

## Job Description - Project Officer (Care Home Olympics)

### Elatus Sports Background

Elatus Sports is a not-for-profit Community Interest Company which breaks down the barriers that prevent disabled, elderly and vulnerable people from playing sport. Our sessions create an inclusive and fun playing environment which deliver the physiological and psychological benefits of sport.

### The Role

Elatus Sports is looking for a reliable and enthusiastic coach to join its team, who will assume the role as the Project Officer for the Care Home Olympics (CHO). The ideal candidate will be dependable and trustworthy with interest or experience in disability sport. Applicants should hold at least one NGB recognised level 1 coaching qualification or equivalent and will have a desire to coach a number of different sports (multi-sport experience is preferred but not essential).\*

The candidate should possess excellent organisational skills, communication skills and an understanding of marketing, particularly via social media.

\*Candidates that don't hold a level 1 qualification but are currently working towards or that have the ambition of achieving a level 1 qualification are also encouraged to apply. Full training will be given.

***We are recruiting specifically to support with delivery of the innovative and exceptionally rewarding Care Home Olympics.***

The Project Officer will be expected to fulfil the three main duties of the position:

- **Coaching:** Plan and deliver CHO coaching sessions with patience, sensitivity and in a professional manner as a representative of Elatus Sports.
- **Organisation:** Plan, schedule and arrange all CHO sessions around strict timeframes, including contacting all centres to organise sessions. This also includes all monitoring and reporting.
- **Marketing:** Plan and execute regular marketing and publicity, specifically on social media but also including writing case studies and press releases.

In order to do so, the ideal candidate must be able to:

- Display understanding of the different methods of communications that can be employed when working with disabled and elderly people.
- Create and deliver fun, engaging and inclusive coaching sessions for all age groups.
- Be aware of and respond to the needs of the individuals in the sessions, encouraging skill development in a fun, relaxed environment.
- Work both independently and with a coaching partner.
- Arrange collection and delivery of all necessary kit between sessions.
- Show support and understanding for the ethos and development of the company.
- Promote the company and its brand in a positive light.

- Have exemplary planning and organisational skills and an ability to manage a project with strict timeframes.
- Have an understanding of the importance of reporting and monitoring, or a willingness to learn.
- Have the ability and interest in conducting regular marketing activity; particularly on social media and an ability to write case studies and press releases.

### **Person Specification**

The ideal candidates are expected to meet the following criteria.

#### **Essential**

- Hold a minimum Level 1 NGB recognised coaching qualification or equivalent.
- Hold a valid first aid certificate.
- Hold a valid safeguarding and protecting children and/or vulnerable adults certificate.
- Hold a valid DBS check.
- Have experience in planning and delivering coaching sessions that are engaging, inclusive, fun and safe.
- Have an understanding and ability to complete monitoring, evaluation and reporting.
- Hold a full UK driving licence and have access to a vehicle for work purposes.

#### **Desirable**

- Hold other NGB coaching qualifications, leadership experience or playing experience in other sports.
- Have experience working with disabled, elderly and vulnerable individuals in either a sporting or other professional environment.
- Have an attitude that displays punctuality and commitment.
- Have an attitude that displays sympathy and understanding.
- Have been on Equality and Diversity Workshops and/or Inclusive Coaching Workshops for any sport.

### **Hours**

The role will be up to 30 hours per week for the duration of the Care Home Olympics (minimum 6 months), with a view to extending beyond the duration of the project.

Elatus Sports is a real living wage employer. Remuneration is £9/hour.

A full driving license and use of a vehicle for work purposes is essential. Elatus Sports will contribute towards milage.

### **How to apply**

To apply, download the application form from [www.elatussports.co.uk/news](http://www.elatussports.co.uk/news) If you wish to discuss the role or have questions please contact Matt Abbott. Matt can be contacted on 07846 510139 or [matt@elatussports.co.uk](mailto:matt@elatussports.co.uk)

***Interested applicants should apply without delay as shortlisted applicants will be interviewed immediately. The start date will be as soon as possible.***

Applicants who do not meet shortlist criteria will have their application form and personal data deleted within 30 days. A copy of our privacy policy can be supplied upon request.