



## 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 sessions are hugely rewarding for all involved.

### The Role

Elatus Sports is looking for a reliable and enthusiastic individual to join its team, who will assume the role as the Project Officer for the Care Home Olympics (CHO).

For this position, attitude is more important than experience. The ideal candidate will be dependable and trustworthy with interest in expanding their coaching experience. Preferably, applicants should hold at least one NGB recognised level 1 coaching/personal training qualification (or similar). However, those without a qualification but have a willingness to learn will be considered for the role as full training will be given.\*

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 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 exciting 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 (with support).
- 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, but those who don't think they do and are interested in the role are encouraged to contact Matt Abbott prior to application for an informal chat about the role - be quick though, the position will close as soon as the right applicant is found.

- Hold, or be willing to work towards a level 1 NGB recognised coaching qualification. This includes fitness/personal training qualifications. *Those without a qualification, but possess the desire to learn are encouraged to apply.*
- Hold, or be willing to work towards a first aid certificate.
- Hold, or be willing to work towards a safeguarding and protecting children and/or vulnerable adults certificate.
- Preferably have experience in planning and delivering coaching sessions that are engaging, inclusive, fun and safe.
- Preferably have an understanding of and ability to complete monitoring, evaluation and reporting.
- Have experience or have interest in working with disabled, elderly and vulnerable individuals.
- Hold a full UK driving licence and have access to a vehicle for work purposes.
- Have an attitude that displays punctuality and commitment.
- Have an attitude that displays sympathy and understanding.
- Have been on, or will be willing to attend an Equality and Diversity Workshop and/or Inclusive Coaching Workshop.

### **Hours**

The role will be between 20-30 hours per week (depending on candidates availability) for the duration of the Care Home Olympics (minimum 6 months), with a view to extending beyond the duration of the project.

Remuneration is £13/hour.

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

Elatus Sports will invest in the qualifications/certificates for the right candidate.

### **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.