



# RECRUITMENT PACK

**SCHOOL GAMES MANAGER**

CHARITY NUMBER: 1175899

THANK YOU FOR YOUR INTEREST IN THIS ROLE.  
ENCLOSED WITHIN THIS PACK IS ALL OF THE  
INFORMATION REQUIRED TO ASSIST YOU IN YOUR  
APPLICATION.

## WHO WE ARE

Move More is an innovative, vibrant organisation; we pride ourselves on being able to make a positive difference to the lives of children and their families through sport and physical activity.

We have an established understanding of the impact sport and physical activity can have on young people and are committed to supporting primary, secondary and special schools whilst extending our reach into the community.

## OUR VALUES

**Innovative** – We are creative, forward-thinking and not afraid to try something new

**Open** – We foster a culture that is inclusive and welcome new partnerships

**Quality** – We are committed to achieving positive outcomes and impact for children

**Responsive** - We listen and make changes based on need and insight

**Fun** – We enjoy what we do and ensure we create a positive, happy experience for everyone

## WHY WORK WITH US

At Move More we have a real team ethos. The skill set of each member of staff is greatly valued and everyone has the opportunity to contribute to the development of the charity.

The School Games Manager will work with a variety of local and national stakeholders to organise and deliver over 60 events and competitions during an academic year. We are therefore seeking an individual who is innovative, ready to review current practice and make a positive impact.

We will provide you with the opportunity to lead the development and growth of School Games provision and Move More events and competitions across Cheltenham and Tewkesbury. You will connect, influence and support people and partners to tackle inequalities and create new opportunities to positively impact the lives of children through sport and physical activity.

# THE CHALLENGE

51.4% of children and young people in Cheltenham and Tewkesbury achieve the Chief Medical Officer guidelines of 60+ minutes of physical activity everyday.



**However, look closer and you will see that 1 in 4** children and young people across Cheltenham and Tewkesbury still do less than 30 minutes of physical activity everyday.



Children and young people from the most deprived areas in Gloucestershire are twice as likely to be classified as overweight or obese when compared to those from the least deprived areas.



The prevalence of overweight (including obesity) children across Cheltenham and Tewkesbury increases from reception (20.5%) to Year 6 (33%).



Participation levels in children with vulnerable characteristics (reporting a disability; known to social care; identifying as LGBTQ+; experiencing serious bullying; eligible for FSM, have LMW; SEN/EHCP) are lower than overall participation levels.



Disabled children and young people and those who live in the most deprived areas of Gloucestershire have significantly lower levels of exercise when compared to their non-disabled and more affluent peers.

The most common reasons for not exercising given by children and young people are cultural norms, accessibility to activity, don't enjoy it / poor perception of exercise, embarrassed, can't afford to, don't have time to.

# JOB INFORMATION

Post: School Games Manager

Salary: Up to £30,000

Hours: Full Time – 37.5 hours per week, some evening/weekend work will be required

Reports to: Head of Development

## THE ROLE

The Schools Games is a national programme which inspires young people to be physically active for life through positive experiences of daily activity and competition. The role of the School Games Manager is to support all schools across Cheltenham and Tewkesbury by promoting the importance of physical activity and managing Move More's events and competition programme. The successful candidate will be required to ensure our current programme continues to excel through successful implementation and continuous improvement.

## JOB DESCRIPTION

### PURPOSE

- Manage Move More's competition and events programme, including the school games across Cheltenham and Tewkesbury.
- Lead on the delivery of the Youth Sport Trusts Inclusion and Health and Wellbeing programmes for Gloucestershire.
- Maintain and grow Move More's presence across Cheltenham and Tewkesbury schools through effective stakeholder engagement and managing project delivery.

### SPECIFIC FUNCTIONS

- Lead and manage the delivery of all Move More events and competitions.
- Lead and deliver Move More's secondary school leadership programme.
- Support schools to achieve School Games Mark.
- Complete all monitoring and evaluation requirements linked to the role, ensuring KPIs are met.
- Act as a role model for the team with strong communication and influence.
- Liaise with Primary PE Coordinators and secondary school Heads of PE to ensure Move More events and competitions support and compliment key priorities.
- Support the delivery of Move More camps during the school holidays.
- Support the delivery of the FA Girls Football for Schools programme.
- Deploy volunteers, such as work experience students, from local partners.
- Contribute to other work within Move More, including programme management and identifying new opportunities and funding streams.
- Act in accordance with Move More's core documents, policies and business plan with reference to the overall aims of the charity.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

# PERSON SPECIFICATION

## KNOWLEDGE AND UNDERSTANDING

- A clear vision and understanding of the role of PE and school sport in the lives of young people.
- Knowledge of the intricacies associated with sports and physical activity event and competition planning, such as risk assessments, child protection and game formats.
- Knowledge and understanding of relationship management techniques to maintain strong connections with stakeholders, including schools.
- A clear understanding of the barriers that groups of children and young people must overcome to participate in sport and physical activity.
- Extensive knowledge on matters concerning equality, inclusion and diversity.
- A sound understanding of financial processes.

## EXPERIENCE

- Experience of working within and actively delivering a range of different sports and physical activities, including events and competitions.
- Relevant and proven experience of working with primary, secondary, FE and HE aged students as well as teachers and school staff.
- Experience of delivering leadership awards and programmes.
- Managing projects and programmes from conception through to completion.
- Budget management.

## QUALIFICATIONS

- Degree level qualification which is relevant to the role.
- UK Driving License (and use of car).
- Evidence of professional development relevant to the role.
- A Minimum Level 2 NGB Coaching Award (desirable).

## SKILLS AND ATTRIBUTES

- Passionate about improving lives of children and young people.
- Highly motivated, able to demonstrate excellent communication and interpersonal skills that can be adapted to best suit a range of needs and audiences.
- Excellent organisational and time management skills including the ability to prioritise, work under pressure and meet deadlines while managing any conflicting priorities.
- Established leadership skills to influence individuals and facilitate collective action.
- Flexible, creative and innovative in overcoming barriers for positive change.
- The ability to create positive working relationships with a large range of professionals, organisations and individuals.
- The ability to work with cohesive and supportive teams as well as independently, when implementing initiatives / programmes.
- An ability to work in partnership, delivering high quality, front line services that are flexible and responsive to need and change.
- Proficient user of databases and Microsoft Office packages.
- Willingness to be flexible to the needs of the team and the organisation.

# COMMITMENT TO CHILD PROTECTION AND SAFEGUARDING

Move More is fully committed to the safeguarding and protection of all children and therefore operate safer recruitment practices which sits alongside our Safeguarding and child protection policy.

As part of the safer recruitment process we will:

- Ask candidates to complete an application form rather than a CV so we have all the information we need.
- Ask candidates to complete a self-disclosure form which gives candidates the opportunity to confidentially disclose any relevant criminal convictions, child protection investigations or disciplinary sanctions on record.
- We will call for at least 2 references, one of which must be the current/previous employer. We use a standard form which will also check a candidate's suitability to work with children and young people.
- We will check all qualifications (educational and professional) and identity paperwork.
- We will undertake publically available online searches.
- As Move More staff work with children in regulated activity all staff will be subject to an Enhanced Disclosure and Barring Service check. If you have been a resident overseas for 3 months or more over the past 5 years, we will also check candidates' criminal record within that country.
- The interview process consists of a face to face interview as well as a practical session with children.
- All new staff will participate in an induction process which includes child protection training.
- Move More's Safeguarding and Child Protection policy is reviewed and staff are updated on an annual basis.

# MOVE MORE STAFF BENEFITS

As well as having a positive impact on children each and every day and working for one of the largest children's physical activity providers in Gloucestershire, Move More Staff also have the following benefits:

- 6% employer pension contribution (employees contribute 2%).
- Perkbox membership - employee discounts at a wide range of stores, free counselling sessions and wellness sessions.
- Cycle to Work Scheme.
- 50% off Move More Camps for 2 children of your choice.
- Mileage costs covered at 45p per mile.
- Free Canterbury Move More uniform.
- 25 days annual leave + bank holidays.
- Sick pay.
- Professional development opportunities.
- Offices based at All Saints Academy, easily accessible and free parking.
- A company laptop.

The post holder will also receive a company mobile phone and have access to a Move More vehicle for all events and competitions.

## HOW TO APPLY

Please apply using the official application form. This can be downloaded at: <https://www.move-more.org/get-involved/vacancies/>

CVs will not be considered.

For further information regarding the role, please contact Andy Herbert (Head of Development), e: [andy@move-more.org](mailto:andy@move-more.org), t: 07494 130951

Applications should be sent to [info@move-more.org](mailto:info@move-more.org) or via post to: Move More, All Saints Academy, Blaisdon Way, Cheltenham, GL51 0WH

## TIMELINE

Closing date: This is a rolling recruitment window, candidates are encouraged to apply as soon as possible.

Interviews: Agreed upon application.

Due to the volume of applications we receive, unfortunately we are not able to contact applicants who are not selected for interview.

TO FIND OUT MORE ABOUT US GO TO:  
[WWW.MOVE-MORE.ORG](http://WWW.MOVE-MORE.ORG)

