



SOUTH LANARKSHIRE  
Leisure & Culture

## Active Schools Manager Job Profile

<b>Service:</b> Sport and Physical Activity	<b>Grade Scale:</b> Grade 3 Level 8
<b>Reports to:</b> Sports Development Manager	

Purpose of Job
To assist in the management and implementation of Active Schools throughout primary and secondary schools, and their wider community across South Lanarkshire.

Key tasks and responsibilities
<ul style="list-style-type: none"> <li>Day to day supervision of the Active Schools Co-ordinators (Primary and Secondary). Carry out all appropriate employee SLLC policies as required e.g. appraisal meetings.</li> </ul>
<ul style="list-style-type: none"> <li>Propose Active Schools Co-coordinators work programmes through a planned schedule of individual meetings with staff.</li> </ul>
<ul style="list-style-type: none"> <li>Promote new and innovative approaches to ensure the continuing progression of Active Schools in South Lanarkshire and the implementation of best practice.</li> </ul>
<ul style="list-style-type: none"> <li>Co-ordinate the integration of the Active Schools plan across all the key partners within the local authority and with a wide range of external agencies. Seek to maximise the contribution of all key partners and agencies</li> </ul>
<ul style="list-style-type: none"> <li>Day to day responsibility for devolved budgets of Active Schools according to appropriate procedures and spending limits within the partnership agreement with Sport Scotland. Assist in sourcing additional funding as appropriate.</li> </ul>
<ul style="list-style-type: none"> <li>Undertake effective approaches to communication coordinating the flow of information to, and between, staff, colleagues and key partners as required.</li> </ul>
<ul style="list-style-type: none"> <li>Assist in the monitoring and evaluation of Active Schools. Assist in developing appropriate reporting systems as a means of reviewing progress.</li> </ul>
<ul style="list-style-type: none"> <li>Draft appropriate Performance Indicators reports for Senior Management recording the outcomes derived from Active Schools delivery against the national objectives and local priorities.</li> </ul>

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
<b>Education, Qualification and Training</b>		<ul style="list-style-type: none"> <li>Degree</li> </ul>
<b>Skills, knowledge, experience</b>	<ul style="list-style-type: none"> <li>Knowledge and Experience in delivering either Active</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

	<p>Schools, Health, or Sport in community setting.</p> <ul style="list-style-type: none"> <li>• Performance management skills in analysing and presenting KPIs, reports and Theories of change.</li> <li>• Managing people and change.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• 'Our Values' based approach.</li> <li>• Flexible and adaptable.</li> <li>• Energy and commitment to delivering Inclusive services.</li> </ul>	
<b>Other</b>		<ul style="list-style-type: none"> <li>• Driving licence</li> </ul>

### Safer Recruitment Checks

As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.

- Asylum and Immigration right to work in the UK
- Reference check: external candidates require 2 references, one of which must be your from present or most recent employer: Internal candidates require 1 reference from current line manager.
- Candidate Disclosure Check, where applicable

### Behaviour Framework

South Lanarkshire Leisure and Culture Behaviour Framework is a set of core behaviours that define how employees approach work to enable them the delivery of key tasks for the role.

**Own It- What can you do**

- Give your team direction and clear objectives to achieve
- manage your team coaching and supporting as necessary
- Motivate your team to deliver the best service possible
- You conduct appraisals and ensure learning opportunities are in place for all staff
- take ownership of decisions and consider the wider implications for the team and the organisation
- Ensure that responsibility and accountability is in place for your team and each team members knows their role

#### **Be a great team- What can you do**

- Promotes a positive team environment with good morale
- Works with other teams and colleagues internally and externally, developing relationships and sharing knowledge, ideas, and expertise to achieve outcomes
- Provide objective and constructive advice and support if tensions arise
- Shares knowledge with internal and external colleagues to achieve common objectives
- Giving praise and recognition for good work
- Use professional identity and expert knowledge to work across disciplines breaking down professional barriers to improve outcomes for individuals and communities
- Encourages colleagues to consider different perspectives in their work
- Adapts communication to encourage desired behaviour

#### **Do the right thing- What can you do**

- Understands what needs to be achieved and ensures that this is communicated to team members
- Expresses positive expectations of others to support their development
- Recognise individual and team achievements thanking and praising others
- Maintain a positive approach and motivate team when things go wrong, or demands are high
- You identify talent and provide opportunities for those individuals who wish to progress or learn new skills
- Takes responsibility for personal and team development needs taking account of learning styles and available learning/training methods of delivery
- Uses professional judgement/expert knowledge to make informed decisions

#### **Be positive- What can you do**

- promote and drive continuous improvement by asking 'How could we do this better?'
- Work with customers in tailoring services to meet their expectations.
- Focus on developing customer care standards across the organisation
- Put the customer first in all that you do
- Develop your team to deliver a high-quality service and give constructive feedback as necessary
- Take responsibility for team performance and pride in successful outcomes