

Merseyside Sports Foundation (MSF)

‘Working together to improve the quality of life for all people through sport and physical activity.’

Job description for the post of Daily Mile Co-ordinator

Job Title	Daily Mile Co-ordinator
Responsible For	<p>The Local Coordinator will be responsible for promoting and supporting the strong growth of The Daily Mile across Liverpool City Region (LCR). The Local Coordinator will strengthen the vision and blueprint of The Daily Mile strategy whilst working closely with The Daily Mile Foundation to maintain the quality assurance of the project and its values.</p> <p>Additionally, the Daily Mile Co-ordinator will create an environment of trust and collaboration so that schools, partners and stakeholders see the benefit of implementing The Daily Mile.</p>
Responsible To	Merseyside Sports Foundation Trustees
Location	MSP, Unit 1, Dakota Business Park, Skyhawk Avenue, Garston, L19 2QR
Salary	£26,740 - £27,358
Hours of Work	35 hours per week
Annual Leave Entitlement	26 days (pro rata) in addition to Bank Holidays.
Duration	Fixed term until 31 st May 2020 (subject to Sport England funding)
Main duties	<ol style="list-style-type: none">1. Coordinate and manage the vision of The Daily Mile to create a vibrant network of schools implementing the programme; ensuring successful delivery against contractual outcomes. Whilst acting as the main ‘The Daily Mile’ contact across the whole of Liverpool City Region.2. To create strong relationships with key stakeholders (for example, schools, public health, local education authorities, local authorities, FE colleges, universities, community and youth providers and voluntary organisations), to influence stakeholders to implement The Daily Mile, by highlighting the simplicity and its wider health and social benefits.3. To drive The Daily Mile programme ensuring there is a significant increase in the number of schools signed up and participating regularly: Whilst ensuring The Daily Mile is promoted as a key ingredient to making a significant contribution towards the national strategy of tackling obesity amongst young people.

	<ol style="list-style-type: none"> 4. To be responsible for the maintenance of internal systems to support the delivery of The Daily Mile programme. Using this information to monitor progress against outcomes, prepare status reports on targets on a regular basis and give briefings to the National Coordinator & The Daily Mile Foundation 5. To provide support to schools, partners and stakeholders when facing challenges adopting and maintaining The Daily Mile and assisting with the implementation of The Daily Mile recognition scheme. 6. To support the Strategic Lead for Sport and Physical Activity (Children and Young People) to match demand for sport and physical activities with available supply through developing links with existing high-quality community, education or youth focused provision 7. Contribute towards the development of local and regional primary schools' forums which engage primary school Head Teachers and PE Leads and add value across the PE curriculum, school sport and active lives of young people. 8. Support the sharing of new ideas, best practice and leanings from The Daily Mile Programme with other Local Coordinators and The Daily Mile Foundation. 9. Collaborating with The Daily Mile Foundation to the continued development of online and social media platforms; whilst monitoring The Daily Mile brand across LCR to ensure it is not compromised. 10. Promoting ways in which The Daily Mile and school sport can contribute to school priorities and support the aspirations and achievements of young people in local schools; in particular, but not exclusive to, the 'PE and School Sport Premium' and mental health and wellbeing. 11. Working with the wider MSP team to maximise The Daily Mile to raise the profile of MSP, The Daily Mile Foundation, Sport England, The National Lottery, and other key stakeholders.
<p>General Working Practices</p>	<p>It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with standing orders and financial regulations of Merseyside Sports Foundation and to ensure that all work functions are undertaken in accordance with health and safety legislation and codes of practice.</p> <p>Each employee must contribute towards Merseyside Sports Foundation's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.</p> <p>Each employee must participate in all aspects of training and personal development, using learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of sport and physical activity for children and young people.</p> <p>Prepared to work outside normal working hours when required: a flexible working arrangement is therefore appropriate and a 'time off in lieu' (TOIL) system is in operation for evening or weekend work.</p> <p>Ensure compliance with statutory requirements laid down under: Data Protection Act, Equal Opportunities and Diversity, Charities Act, Protection of Children and Vulnerable Adults, Health and Safety at Work. The Children's Act and any other relevant legislation including EU directives.</p> <p>This role requires extensive travel across the Liverpool City Region area.</p>