

Club Matters Tutor Recruitment

What is Club Matters?

[Club Matters](#) is a programme funded by Sport England to support clubs, groups and organisations involved in the delivery of physical activity and sport. Club Matters provides free, convenient, practical resources to help organisations to develop, grow and become more sustainable and successful. These resources are provided through online modules, toolkits, a club improvement tool and workshops.

Sport Structures manage the Club Matters workshop programme. The workshops are short training sessions (2 hours in duration) which are free and are open to anyone involved with a community club* or those who may be working to support them

Please note: 'Clubs' are delivery organisations that deliver sport and physical activity including National Governing Body affiliated, non-affiliated clubs and informal groups.

Tutor recruitment

We are seeking tutors from both within and outside of the sports sector to add value to the delivery of Club Matters workshops. We are looking for inspirational individuals who can provide engaging learning opportunities using imaginative and interactive facilitation. It is essential that tutors have knowledge of clubs and have experience of supporting a broad range of community and voluntary organisations.

Tutors would be classed as self-employed and would be responsible to Sport Structures.



Values

Figure 1: Sport Structures values

We would like to share our own values as they drive how we operate the Club Matters workshop programme. These can be found in the image to the left.

Available workshops

The topics covered are relevant to those who have responsibility for, or involvement in running their club, either now or in the future. There are 6 Club Matters workshops available (listed in table 1).

Table 1: Club Matters workshops

Workshop title	Outcomes
Introduction to Legal Structures	By the end of this workshop, delegates will be able to: <ul style="list-style-type: none"> • Understand the importance of club structures • Understand which structure is right for their club • Identify the different types of legal structures • Identify top tips on how to effectively govern their club • Understand next steps through action planning • Identify where to find further help and advice
Planning for your Future	By the end of this workshop, delegates will be able to: <ul style="list-style-type: none"> • Understand what constitutes a business plan, its value, function and who should be involved in the process. • Begin developing a business plan using a simple framework • Describe how to structure an effective business plan to meet the needs of their club • Understand how to access further information to support business planning
Developing a Marketing Strategy	By the end of this workshop, delegates will be able to: <ul style="list-style-type: none"> • Understand the key principles of a club marketing strategy • Describe how to develop a marketing strategy using a simple framework • Identify different marketing channels to maximise exposure • Understand how to effectively monitor and evaluate their marketing strategy
Participant Experience	By the end of this workshop, delegates will be able to: <ul style="list-style-type: none"> • Identify what constitutes a great participant experience • Review their current participant experience • Identify how to bring about change to positively influence the participant experience • Develop an action plan and understand how to access further support.
Volunteer Experience	By the end of this workshop, delegates will be able to: <ul style="list-style-type: none"> • Develop a positive culture of volunteering within a club environment • Identify how to develop the volunteer's experience • Identify top tips in recruiting, retaining and rewarding volunteers • Develop an action plan to improve their club volunteer experience • Understand how to access further information to help improve the volunteer experience
Leadership Teams	By the end of this workshop, delegates will be able to: <ul style="list-style-type: none"> • Review their leadership club structure • Identify the key principles of an excellent leadership team • Identify methods on how to achieve an excellent leadership team for your club • Develop an action plan to improve their club leadership.

Tutor criteria

Tutors are responsible for the delivery of the Club Matters workshops and are required to:

- hold a recognised teaching or tutoring qualification or can prove equivalent experience in adult teaching / learning
- meet the relevant behaviours, skills, knowledge and operating requirements as outlined in table 2.

Table 2: Behaviours, skills, knowledge and operating requirements for Club Matters tutors

Behaviours	
	<ul style="list-style-type: none"> • Present a positive and professional image of Club Matters and relevant partners within all communication and behaviours • Ability to act with professionalism and integrity • Ability to respond to communications in a timely manner • Ability to take initiative • Ability to maintain confidentiality • Ability to treat delegates consistently with respect and consideration • Ability to take appropriate action regarding complaints and concerns • Self-motivated, punctual and reliable • Ability to build relationships with delegates and workshop organisers • Reflecting upon and seeking to improve personal practice and learning
Skills	
Planning	<ul style="list-style-type: none"> • To prepare appropriately for workshop delivery • To use approved Club Matters resources
Delivery	<ul style="list-style-type: none"> • To create a safe, positive and inclusive learning environment • To deliver content in realistic and appropriate timings • To use delivery approaches and resources to meet individual needs to facilitate learning • To demonstrate confidence in the delivery and knowledge of the subject area • To adapt delivery based on the needs of the audience • To engage through effective questioning • To manage behaviour effectively • To provide appropriate feedback to delegates • To be confident in using technology • To engage, support and motivate • To demonstrate effective listening skills
Review	<ul style="list-style-type: none"> • To self-evaluate, receive feedback and improve future delivery • To provide appropriate guidance and support to delegates • To contribute to the development of Club Matters workshop(s) and resources where requested
Knowledge	
	<ul style="list-style-type: none"> • Have knowledge of the Sport England strategy 'Towards an Active Nation' • To understand the local community sport network • To understand sports clubs and their role in the voluntary sector • Have knowledge and understanding of traditional and non-traditional markets • Have knowledge of organisational development in a club/community environment • Have knowledge of the workshop subject area(s)
Operating requirements	
	<ul style="list-style-type: none"> • Have a right to work in the UK

Updated: March 2020
Review date: September 2020

• Full driving license
• Registered as self-employed with HMRC
• Have access to I.T (e.g. laptop) to deliver workshops
• Available at weekends and evenings and prepared to travel
• Have appropriate level of public liability insurance
• Commitment to engage in workshop standardisation events

Frequency of workshops

The frequency of workshops is determined by demand from workshop organisers.

Tutor allocation and fees

Tutors are allocated to workshops based on:

- Workshop organiser needs / requests
- Workshop location

Tutors receive a £100 fee for delivery of the workshops (excluding expenses).

Process for application

Our recruitment process is based on need (e.g. geographical need, recruitment for specific workshops or representation of workforce to reflect their communities).

We are currently looking for new tutors for workshops in the following areas only:

Area	Workshop
North East	Planning for your Future Participant Experience Volunteer Experience Leadership Teams
North West	Leadership Teams
East	Leadership Teams Introduction to Legal Structures
Yorkshire	Planning for your Future Developing a Marketing Strategy
London / South Midlands	Developing a Marketing Strategy Volunteer Experience Participant Experience Leadership Teams
South West	Introduction to Legal Structures Participant Experience Volunteer Experience
South East	Leadership Teams Introduction to Legal Structures Planning for your Future Participant Experience Volunteer Experience

The process is as follows:

1. Complete the [online application form](#). This will require you to:
 - Complete a series of questions
 - Provide details of 1 referee
 - Upload a C.V (this should evidence your sector knowledge along with experience in adult teaching / learning)

Hyperlink is: <https://www.surveymonkey.co.uk/r/Clubmatterstutorrecruitment>

The deadline for applications is **Thursday 9th April**.

2. Applications will be reviewed, and individuals will be notified if they are successful by **Friday 24th April** (if unsuccessful, relevant feedback will be provided)
3. Individuals will then be invited to attend a virtual workshop orientation
4. Individuals will co-deliver with an experienced tutor* and an outcome will be shared regarding next steps. Individuals will be given three outcomes:
 - Can tutor independently
 - Required to co-tutor on another occasion
 - Not suitable at present (feedback will be provided accordingly)

Once an individual has been signed off to deliver independently for a workshop, they do not need to repeat the process for every workshop they wish to deliver. Tutors will be required to go through an orientation process prior to delivering any new content virtually.

*This will be at the discretion of the Club Matters team.

Enquiries

For further enquiries, please contact Kath Robinson:

E: Katherine.robinson@sportstructures.com

M: 07917 388 174.