

## About us

We are a sport consultancy and education and training provider and have been working in the sector since 2002. We have two companies – Sport Structures Limited and Sport Structures Community Interest Company (CIC). Both companies work together to provide an excellent service and the remit of the CIC is to re-invest back into sport. We pride ourselves on being a company with a social conscience. Our vision is to:

*Transform sport and physical activity through empowering and inspiring people.*

We work with a range of organisations from National Sport Organisations, National Governing Bodies of Sport, Universities and community sport organisations, along with individuals who access our training. These include apprentices, volunteers, coaches and the professional workforce. We have a number of [landmark projects](#) that have shaped us as an organisation and we are proud to have won a [number of awards](#) over the years. Our mission is to:

*Provide solutions that add value and drive positive change, reflecting the diverse needs of sport and physical activity.*

We hold our values very highly in reflecting how we operate:

- **Passion:**
- **Integrity:**
- **Excellence**
- **Togetherness:**

## Role Summary

We are seeking learner centered and inspiring tutor/assessor to support the delivery of our suite of multi-skills qualifications. Individuals should have experience in coaching multi-skills to support participant development. In addition, individuals should have experience of delivering training to a variety of audiences and have confidence to deliver in both virtual and face to face contexts.

Our multi-skills courses are delivered through a blended learning approach, utilising e-learning, virtual classrooms and face to face sessions. The courses include:

- 1<sup>st</sup>4Sport Level 2 Award in Multi-Skills Development in Sport
- 1<sup>st</sup>4Sport Level 2 Certificate in Multi-Skills Development in Sport
- 1<sup>st</sup>4Sport Level 1 Award for Activators (Multi-Skills)
- 1<sup>st</sup>4Sport Level 1 Award in Assistant Coaching (Multi-Skills)

Further details can be [found here](#). These courses are usually delivered during the week and at weekends and we have a specific need to support weekday requests. We have an ‘open’ course programme which allows learners to book directly onto a course taking place in their area. Additionally, we respond to requests from organisations to run courses.

<b>Role title:</b>	Multi-Skills tutor and assessor
<b>Fees:</b>	Paid for course delivered – available on request
<b>Commitment required:</b>	<p>Course demand is led by course organisers and our ‘open’ workshop programme. Course opportunities are circulated monthly.</p> <p>Tutors are required to at least deliver twice annually to remain ‘active’. We will endeavour to provide opportunities for tutors to remain active.</p> <p>Attendance at virtual tutor events for the purposes of standardisation is required (maximum of once per year)</p>
<b>Location:</b>	<p>National. We are searching for tutors based in any of the following areas:</p> <ul style="list-style-type: none"> <li>• Yorkshire</li> <li>• North East</li> <li>• Manchester / Lancashire</li> <li>• Oxfordshire /Buckinghamshire</li> <li>• Hampshire / Wiltshire</li> <li>• Bristol/Somerset/Devon</li> <li>• Essex</li> <li>• London</li> <li>• Surrey</li> </ul>
<b>Training provided</b>	<p>Orientation into course delivery</p> <p>Virtual classroom training</p> <p>Access to continual professional development opportunities offered by Sport Structures.</p>

#### Duties and Responsibilities:

- To create an interactive, positive, and supportive learning environments through delivery of multi-skills courses (in virtual and or face to face formats)
- To present a positive and professional image of Sport Structures and relevant partners within all communication and behaviours
- To tailor course delivery, considering audience needs and experiences, removing any potential barriers to learning
- To demonstrate knowledge of course content and share own experiences and solutions
- To communicate effectively with the Sport Structures team and respond to requests in a timely manner

- To build relationships with course organisers in advance of any course taking place
- To provide feedback to contribute to the development of Sport Structures multi-skills course content and resources
- To attend virtual tutor events to support standardisation of delivery and tutor development.
- To receive feedback and self-reflect on practice and knowledge to support future delivery
- To signpost learners to relevant resources and opportunities to support their learning and development.

### Experience:

- Experience of coaching multi-skills to support participant development and participation
- Experience of delivering learning in a range of environments, to a range of people
- Experience of adapting learning to meet individual needs
- Experience of delivering sport / physical activity volunteer or community projects to support development
- Experience of delivering training in face to face and / or virtual contexts

### Skills and abilities

- Ability to create an interactive, positive, and supportive learning environment
- Excellent presentation and facilitation skills with the ability to use effective strategies to maximise learning
- Strong interpersonal skills to develop rapport and interaction with learners attending courses
- Ability to manage groups and individuals effectively in a workshop learning environment
- Excellent communication and listening skills to respond, engage, challenge and motivate
- Strong planning and organisational skills
- Willingness and ability to use virtual classroom and Microsoft Office software confidentially along with different types of media.
- Ability to reflect 'on' and 'in action' to improve personal practice and learning

### Knowledge

- To have knowledge of the sport coaching and physical activity landscape
- To have knowledge of what makes a great learning experience
- To have knowledge and application of the principles that support participant and child development
- To have an applied understanding of physical literacy
- To have up-to-date working knowledge and experience of best practice in tutoring and assessment

### Education/training/qualifications

- Hold or be working towards a suitable teaching qualification. Examples include but are not limited to: *QTS, Cert ED/PGCE/CTLLS/DTLLS or PTLLS, Level 3 Award in Education and Training & Level 3 Award in Delivering Learning.*
- Hold or be working towards a suitable assessor qualification. *Examples include but are not limited to; Level 3 Award in Assessing Vocationally Related Achievement, Level 3 Certificate in Assessing Vocational Achievement, or hold the ENTO Unit D32/33 or the A1/A2 Assessor Units or have attended an appropriate programme of assessor training matched to national standards.*
- Hold a safeguarding and protecting children certificate

- Hold a minimum of a level 2 sport specific qualification or be recognised to CIMSPA Coach Standard.

Please note, if an individual is not working towards a suitable assessor qualification, they will not be able to take on the role of an assessor.

### Other role requirements

- Have a right to work in the UK
- Hold a clean Disclosure and Barring Service Check
- To take responsibility for declaring tax with HMRC
- To be willing to work during the week, at weekends, evenings and during school holidays
- To be willing to travel, have a full driving license and access to own transport.

The individual will also have responsibility for safeguarding the welfare of children and adults.

### Process for application

Stage 1	Aspiring tutors are encouraged to contact Kath Percival ( <a href="mailto:Katherine.percival@sportstructures.com">Katherine.percival@sportstructures.com</a> ) to express an interest in the role.
Stage 1	Aspiring tutors are required to complete a tutor application form electronically. Details of at least 1 referee will be required (please ensure they consent to you sharing their details with us).
Stage 2	Applications will be reviewed, and feedback will be provided to you on the outcome of your application.
Stage 3	If successful, tutor orientations will be organised virtually, along with virtual classroom training. Following this, course resources will be shared.
Stage 4	<p>Individuals will co-deliver with an experienced tutor and an outcome will be shared regarding next steps. Individuals will be given three outcomes:</p> <ul style="list-style-type: none"> <li>• Can tutor independently</li> <li>• Required to co-tutor on another occasion</li> <li>• Not currently suitable (feedback will be provided accordingly)</li> </ul> <p>*This will be at the discretion of the Sport Structures team.</p> <p>Tutors may feel ready to deliver independently. This will be discussed post the tutor orientation and training process.</p>

### Enquiries

For further enquiries, please contact Kath Percival.

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