

**Stevenage Sporting Futures Team Staff Responsibilities 2021-22 Version 6**

<b>Staff</b>	<b>Regan Carolan</b>	<b>Julia Burrows</b>	<b>Luke Wilkinson</b>	<b>Mary Szulikowski</b>	<b>Colin Hardiman</b>	<b>Chris Bull</b>
<b>Title</b>	Partnership Manager <i>Acting Joint Project Manager</i>	Competition Lead & Senior Community Coach	Acting Joint Project Manager	Inclusion Lead	Secondary Link - Barnwell School	FitKidz Manager
<b>Individual and Strategic Responsibilities</b>	<p><b>Designated Safeguarding Person</b></p> <p><b>Data Protection Officer</b></p> <p><b>Health and Safety Officer</b></p> <p>Day to Day running of the organisation</p> <p>Head Teacher Advocacy and School liaison</p> <p>Funding and Finance</p> <p>Charity responsibilities</p> <p>Leadership and management of the Stevenage Sporting Futures team</p> <p>School Games Organiser Meetings, Reporting and Key Performance Indicator List</p> <p>Community representation</p> <p>Research and apply for sources of Local and National funding to support SSFT sustainability</p>	<p><b>Deputy Designated Safeguarding Person</b></p> <p>Booking and overseeing the organisation of the competitions and festivals both School Games and SSFT, including SSFT festivals including KS1 Mini Olympics.</p> <p>CPD for teachers and school staff</p> <p>Monitoring and Evaluation for events</p>	<p>School based delivery.</p> <p>Management of SSFT projects to include session planning and liaison with partner primary schools to create a timetable of Action Mat &amp; other programme delivery</p> <p>Year 5/6 Leadership programme delivery and termly meetings to discuss targets set</p> <p>Supporting the Competition Lead (JB) to organise and run the competitions</p> <p>Collecting data from the events and activities delivered to show the impact of the work SSFT do</p>	<p>Working with Primary schools with students in their school who need adaptations and support for additional needs in PE.</p> <p>Assisting with transition of Year 6 pupils with additional needs from mainstream into Year 7 secondary provision</p> <p>Promoting sports ability and inclusion training and CPD to schools</p> <p>Supporting SSFT events where required, as directed by the Competition Lead (JB)</p>	<p>Bridging the gap between the secondary school and the sporting futures team.</p> <p>Supporting delivery and competition.</p>	<p>Fit Kidz Go</p> <p>Year 6 Rowing Workshop</p> <p>Monitoring and programme evaluation to include funding evaluation with Stevenage Borough Council</p>
<b>Project/Area of Action</b>	<p>Mental Health Champions (Secondary)</p> <p>FA Girls Football Partnership</p> <p>2022 BCWG Legacy</p> <p>Sports Awards</p> <p>Website Maintenance</p> <p>Secondary Heads of PE and secondary programmes</p> <p>Social Media, Marketing and Digital Development</p>	<p>Netball League</p> <p>Apprentice management at events</p> <p>Supporting SGO reporting</p>	<p>KS1 and KS2 Action Mats</p> <p>Leadership</p> <p>Secondary Transition (Connect) programme linked to Youth Sport Trust funding</p>			
<b>Other</b>	<p>Staff social</p> <p>Equipment inventory</p>	<p>Office refreshments</p> <p>Christmas</p> <p>Staff Birthdays</p> <p>Monthly First Aid checklist and restock</p>	<p>Equipment storage monitoring</p>	<p>Updating the team on all Inclusion matters</p>		