

The Lehman Brothers – Josh Lewsey Rugby Academy

Job Title: Project Co-Ordinator (part – time)

Reporting to: ELBA Project Manager

Hourly Rate: Dependent on experience

Responsible for ensuring successful delivery of the Lehman Brothers – Josh Lewsey Rugby Academy and enabling a lasting Legacy of increased participation in rugby to be achieved.

Background

Now in its second year, the Lehman Brothers – Josh Lewsey Rugby Academy is looking to recruit a part-time project co-ordinator to manage the day-to-day delivery of a rugby academy including coaching 150 9-11 year olds from 5 schools in the East London Borough of Tower Hamlets.

Coaching is delivered from Mon-Fri (14:00 -15:00 or 15:30 – 16:30) for a 10 week period with each school receiving one session per week.

The Academy culminates in a tournament at Millwall RFC with all of the children being able to attend the Lehman Brothers Varsity Match at Twickenham stadium in December and some may be able to play on the field that day.

From January- April 2009, a number of the children will continue to play rugby at Millwall RFC.on the weekends.

Project Co-Ordinator Roles and Responsibilities

- First point of contact for coaches and will be responsible for managing the allocation of coaches and volunteers for each session over the 10 weeks. This may mean organising cover at short notice should a coach become unavailable.
- Contact each school on the morning of their session to ensure that there are no last minute problems.
- Help co-ordinate visits of Josh Lewsey to each school.
- Ensure all coaches are CRB checked and that all volunteers are List 99 checked and that accurate records are kept.
- Liaise with staff from each school to ensure maximum participation from children and teachers with emphasis also being placed on engaging parents to help ensure continued involvement with rugby after the 10 weeks (each child receives 1 year free membership of Millwall RFC and an opportunity to try-out for the Under 12 squad).
- Deliver a short presentation at an assembly at each school to introduce Rugby, Josh Lewsey and the Academy to children and staff.
- Keep accurate records of Lehman Brothers Volunteer and coaching staff attendance.

- Design feedback templates and attendance forms – reporting to the ELBA Project Manager on a weekly basis.
- Keep accurate register of child attendance at each session – reporting to the ELBA Project Manager on a weekly basis.
- Liaise with Lehman Brothers to ensure that all volunteers receive their Tag Rugby Coaching qualification.
- Co-ordinate rugby club membership with Millwall RFC with the aim being that they can establish a new Under 12s team with academy players.
- Assist with the organisation and running of the schools tournament, being involved with the supply of rugby merchandising to children and ensuring correct sizes are ordered and distributed.
- Assist on Finals day with the trip to Twickenham for all participating children.
- Work with Millwall RFC every Sunday during the rugby season to co-ordinate the Academy members and encourage attendance. This will involve making sure there is a minibus and driver, and chaperoning the children.

Person Specification

Computer literate with competence in Microsoft Word and Excel - you will be expected to compile weekly progress reports for ELBA that will be distributed to Lehman Brothers and the Josh Lewsey Testimonial Committee.	Essential
Prepared to travel to each of the 5 schools in Tower Hamlets on a weekly basis.	Essential
Previous project/events management experience from work or study.	Preferred
A demonstrable interest in sport and rugby in particular would be desirable.	Preferred
Willing to undergo a CRB check	Essential
Available for 13 weeks from early September to mid – December 2008 (3 hours mon-fr, 3 hours every Sunday) and subsequently for 3 hours every Sunday until the end of April	Essential
Able to demonstrate excellent organisation and attention to detail	Essential
Able to work with minimal supervision with a proactive approach to problem solving	Essential
Previous experience working with children	Preferred

KPIs:

- Monitoring **all** volunteers, children and teachers involved in the Academy with a framework in place to ensure that legacy monitoring can be carried forward.
- Successful role in the organisation and delivery of both the tournament at Millwall and the finals day at Twickenham in conjunction with partners.
- Successfully engage parents, teachers, volunteers and children, obtaining formal feedback where relevant.
- Help establish an Under 12s rugby team at Millwall RFC and where possible ensure parents are engaged and achieve at least 20 participants in attendance on the weekend sessions Jan- April 2009,

Provisional Timeline For Role

Monday 8th September: 1 week induction (3 hours per day) to meet with relevant partners and schools and spend time with ELBA Project Manager designing reporting mechanism and monitoring framework. Arranging introductory assemblies at participating schools to garner excitement from children.

Monday 15th September – Friday 28th November: Co-ordinate delivery of coaching hours potentially working 14:00 – 17:00 Mon-Fri plus 10am-1pm every Sunday at Millwall RFC

W/C 1st December: Co-ordinate round robin tournament – 2 teams from each school to compete (preferably one afternoon at Millwall RFC.)
Ensure that all participants and their parents and the school provide survey feedback for project evaluation

Thursday 11th December - Finals day at Twickenham

Friday 19th December – Academy report/project summary to ELBA.

January 2009 – April 2009 – Co-ordinate attendance of children at Millwall RFC every Sunday during the season. This will involve acting as a chaperone when children are picked up via minibus and monitoring attendance. Assist with project evaluation.

If you would like to apply for this position, please contact:

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