



Job Description – Schools Sustainability Workshop Coordinator (Maternity Cover; Part-Time 16hrs)

Reports To: Director of Governance, Safeguarding & EDI.

Organisation: Carlisle United FC Community Sports Trust.

Date: August 2024

Hours: 16 hrs (Minimum)

Salary: 24-27k (FTE)

Purpose of Job

Carlisle United FC Community Sports Trust is a registered charity and is based at Brunton Park Warwick Road CARLISLE CA1 1LL.

Carlisle United Community Sports Trust is an independent charity affiliated to Carlisle United Football Club and this role reports directly to the Director of Governance, Safeguarding & EDI.

Our Community Trust is organised around 4 main themes; Education, Health, Inclusion & Sport. Through all these areas we have one clear message in which we “Inspire people to participate, develop and achieve their goals through the power of sport”.

In this role you will deliver and uphold the reputation of our successful ‘Climate Heroes’ programme in local Primary Schools.

Climate Heroes has been developed by Carlisle United FC Community Sports Trust, and is a programme consisting of 6 weekly workshops, delivered in participating primary schools throughout Cumbria. It is a fun, engaging educational programme, with each session focussing on a different aspect of environmental sustainability.

As project lead, you will have some control over the ages you choose to deliver to, and the way you adapt session materials and content.

Ultimately, we are looking for somebody who enjoys delivering workshops to young people, coupled with a strong interest and knowledge relating to climate change.

**“Inspiring People To Participate, Develop, & Achieve Their Goals Through
The Power Of Sport”**



Key responsibilities of the role include:

- Liaising with Primary Schools and managing bookings for Climate Heroes.
- Delivering Climate Heroes to a high standard with enthusiasm and passion for the subject.
- Engaging with participants and creating a learning environment that is inspiring, dynamic, challenging and educational.
- Adapting session flow and session content to suit the needs and abilities of each class.
- Liaising with Komatsu (our programme sponsor) to organise class trips for session 6.
- Maintaining and developing positive relationships with local primary schools.
- Agree learning outcomes with individual class teachers, and make sure to be aware of any additional educational / behavioural needs (adapting as necessary).
- Upholding and delivering to the purpose and mission of Carlisle United FC Community Trust, particularly in relation to the delivery of the schools programme.
- Maintaining administrative records for all sessions and supporting with the collection of participant case studies and data to be used in the end of year school impact reports.
- Ensuring safety for all participants by undertaking health and safety checks before each activity and adopting the Trust's safeguarding procedures.
- Completing all other tasks as required by Carlisle United FC Community Trust's senior management team.
- Keep own knowledge up-to-date by attending relevant training and CPD courses.



Minimum Qualifications:

- GCSE (or equivalent) in maths and English.
- Safeguarding Certificate or willingness to gain qualification.
- First Aid Certificate or willingness to gain qualification.

Desirable Qualifications:

- Teaching or delivery qualification (eg Certificate in Education and Training)

Essential Skills and Experience:

- A strong interest and knowledge of sustainability, climate change and associated issues / topics (eg biodiversity, current affairs).
- Experience working with primary aged children, ideally in an education setting.
- Experience delivering workshops or educational content.
- Ability to design new session materials and resources as needed.
- Have use of a car and a valid UK driving licence.
- A passion for working with children and young people.
- Ability to work effectively within a team, understanding roles and responsibilities within the setting.
- To be a positive role model to participants promoting a positive ethos.
- A 'can do' attitude.
- Solution focused approach.
- Ability to establish good and productive working relationships.
- Drive and energy – demonstrating enthusiasm.
- Is personally committed towards helping CUFC CST.
- Self-development – seeks feedback on own performance.
- Ability to work unsupervised.
- Ability to respect confidentiality on particular issues.
- Knowledge of relevant policies, procedures and codes of practice.
- Customer care - listen and respond to customer needs and concerns.
- Valuing diversity – Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diverse agenda whilst being prepared to accept feedback about our own behaviour. Understanding how valuing diversity can improve our ability to deliver better services and reduce disadvantage.
- Good communication skills including written, telephone and interpersonal skills.



- Good time management skills.
- Commitment to undergo regular CPD.
- Competent use of IT and IT based systems.

Other Responsibilities

Health and Safety

- The post holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

Diversity

- The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for everyone.

Other Duties

- The post holder will also be responsible for delivering part of our commitment to the **EFL Smart Energy Programme**. This could include taking posters or literature to local community centres, or speaking with our service users about the benefits of Smart Energy Meters.
- The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

The Selection Process

- Applicants invited to an interview will be expected to demonstrate a knowledge, understanding and drive regarding climate change.
- Alongside an interview, candidates will also be given the opportunity to deliver a mini workshop to the interview team.
- This will involve compiling a 60 minute session plan on a given topic relating to climate change, and delivering a 5 minute snapshot of that plan. Candidates may be asked questions relating to their plan and delivery.
- Further details will be given to applicants invited to interview.

How to Apply:

E-mail Application form to the Community CEO (James Tose):

James.Tose@carlisleunitedcst.co.uk

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