



Job Description: **Female Sports Officer for NFL Flag Football Project**

Job Title: Sports Officer

Overview:

We are seeking a motivated and skilled Sports Officer to join our team. As a Sports Officer for the NFL Flag football Project, your primary responsibility will be to work closely with the Saathi House Centre Manager to ensure the successful delivery of the project. This role requires a commitment of 15 hours per week, with flexible timings to be agreed upon between yourself and the Centre Manager.

As a Sports Officer, you will play a vital role in organising and coordinating Flag football sessions and events, developing the NFL programme and managing sports bookings. This is an exciting opportunity to promote physical activity and community engagement.

Responsibilities:

1. **Coaches Management & Session Facilitation:** Deliver flag football sessions & oversee all coaches involved in the Project, ensuring they are motivated, and supported in delivering high-quality flag football sessions.
3. **Outreach Work:** Collaborate with the Centre Manager to develop and implement outreach strategies to promote the project within the community, targeting potential participants and building partnerships with relevant organisations.
4. **Reporting:** Prepare and submit detailed reports to the Centre Manager on a regular basis, summarising the progress, challenges, and successes of the flag football sessions as well as any outreach initiatives.

Qualifications and Skills:

- Proven experience in planning and delivering sports sessions, preferably in a community or school setting.

- Active involvement in the community, demonstrating a commitment to promoting physical activity and well-being.
- Strong interpersonal and communication skills, with the ability to engage and motivate participants of all ages.
- Experience in establishing partnerships within the community and collaborating with various stakeholders.
- A genuine passion for increasing participation in sports, particularly among underrepresented groups.
- Ability to work effectively both independently and as part of a team.

Please note: Only shortlisted candidates will be contacted for interviews.