

Eagles Community Foundation  
Eagles Community Arena  
Scotswood Road  
Newcastle upon Tyne NE4 7AF  
www.newcastle-eagles.com/community  
f @newcastleeagles  
t @newcastleeagles  
i @newcastleeagle  
0191 245 3881



## DISABILITY SPORTS OFFICER EAGLES COMMUNITY FOUNDATION JOB DESCRIPTION

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**JOB TITLE:** Disability Sports Officer

**EMPLOYER:** Eagles Community Foundation

**RESPONSIBLE TO:** Day-to-day supervision is from the Eagles Community Foundation Chief Operating Officer

**SALARY:** Salary is subject to change, but anticipated to be £18,000 dependent on experience.

**TERM:** Fixed three-year term

**HOURS OF WORK:** 37.5 hours per week, includes working in evenings, on weekends and public holidays as required.

**LOCATION:** The Eagles Community Foundation will provide the officer with working space in its premises but officer's time will also be spent out in the community.

**JOB PURPOSE:**

- Eagles Community Foundation is looking to recruit a dedicated Disability Sports Officer.
- Responsibility for organizing and delivering a new pan-disability sports club based out of the Eagles Community Arena.
- Engage local schools to deliver a programme of activities whilst promoting participation in the pan-disability club.
- Lead a comprehensive wheelchair basketball programme for participation and competition opportunities.
- Deliver a recruitment campaign to increase participation within wheelchair basketball and others sports engaging large numbers of disabled participants (with a focus on young people). To provide a programme to improve or maintain health and well-being via a structured programme of activities.



Eagles Community Foundation is a  
Registered Charity in England  
Charity Number: 1112997

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- Organise, plan and deliver a range of sports, physical activity and social sessions on a weekly basis.
- Have an understanding of national, regional and local organisations that cater for disability sport and be able to carry out partnership work as and when necessary.
- Produce regular update reports as and when required.
- The successful candidate will be asked to apply for an enhanced criminal disclosure check through the Disclosure and Barring Service (DBS). A conviction (spent or unspent) may not exclude candidates from this position but will be considered as part of the recruitment process.

### KEY RESPONSIBILITIES

- To work closely with facility staff and coaches in providing a safe and friendly exercise and activity environment.
- Establish and work in partnership with similar agencies that have the same core values to develop a comprehensive delivery programme.
- To be responsible for the setup, delivery and evaluation of community based provision and to undertake risk assessments as required.
- Support participants to improve their individual skill base and teamwork.
- Implement sustainable evidence based practice to increase levels of physical activity with measurable outcomes.
- Coordinate and manage activities and events.
- To develop and undertake a marketing strategy using traditional and innovative marketing techniques to promote to the programme target audience.
- Use social media platforms and other relevant marketing campaigns to promote and advertise activities and events.
- To recruit, supervise and support volunteers delivering and promoting the programme.

### Administrative including:

- To ensure that accurate records are maintained, and the appropriate paperwork is completed in accordance with GDPR and privacy policies.
- Provide timely reports in accordance with grant requirements.
- To collect participant fees, where necessary, in accordance with procedures.
- To understand and implement the policies and procedures as they relate to the delivery; in particular the Data Protection Act, Health and Safety, Equal opportunities and Safeguarding children and vulnerable adults policies, and codes of conduct as they relate to delivery.



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## SECONDARY FUNCTIONS

- To respect the rights of the participants and ensure that their well-being and safety is considered at all times. Be committed to and responsible for promoting the welfare of those involved.
- To undertake such other duties as may be reasonably required within the parameters of the organisation's needs.

To keep up to date with all current practices and legislations and attend training courses as agreed with the Chief Operating Officer for continued CPD.

Closing date for applications: Friday 6th December 2019 at 5pm

Please send a CV and cover letter to Taylor Rendles;  
[t.rendles@eaglescommunityfoundation.com](mailto:t.rendles@eaglescommunityfoundation.com)

Or via post; Eagles Community Foundation Eagles Community Arena Scotswood Road  
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For further information please contact the Eagles Community Foundation office on 0191 2453881 or [t.rendles@eaglescommunityfoundation.com](mailto:t.rendles@eaglescommunityfoundation.com)



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