**JOB DESCRIPTION:**

Community Sport Network

Sport for Development JagTag Facilitator

**Post Title:** Community Sport Network – Sport for Development JagTag Facilitator

**Hours:** Full Time (37 hours) for an initial two-year period.

**Pay Scale:** £24,313 per annum

**Overview:**

The Sport for Development JagTag Facilitator will play a pivotal role in implementing Community Sports Network’s (CSN) strategic vision of using sport to enhance community infrastructure, provide training opportunities, improve health and employment outcomes, and foster personal development and community relations. This role will focus on delivering and promoting CSN’s licensed **JagTag\*** programme and will act as the primary point of contact for the following initiatives:

* JagTag XT Camps
* Women in Sports – JagTag Programme
* Schools Activation Programme

The JagTag Facilitator will actively engage with external partners, support funding applications, and aid the development of CSN’s business services.

\*JagTag is a sport created and owned by the Jacksonville Jaguars, an American Football team. JagTag is a non-contact form of American Football.

**Accountable to:** CSN Director of Operations.

**Responsible for:** Delivery and coordination of JagTag-related programmes and sport for development initiatives

**Standards of Performance:**
The post holder will be expected to achieve agreed targets, reviewed regularly through supervision and check-in meetings with their line manager.

**Main Areas of Responsibility:**

1. **Programme Delivery:**
	* Lead the delivery and development of JagTag-related sport for development projects, programmes, and thematic work.
	* Agree on key performance indicators (KPIs) and provide reports to CSN’s Leadership Team.
2. **Administrative Responsibilities:**
	* Maintain operational systems, including work calendars and travel expense records.
	* Ensure accurate monitoring and evaluation of programmes through online surveys, statistical reporting, and other tools.
3. **Partnership Development:**
	* Develop and sustain a network of key partners and stakeholders.
4. **Promotion and Marketing:**
	* Support the marketing and promotion of CSN’s sport-for-development work.
5. **Additional Duties:**
	* Carry out other tasks related to sport-for-development as identified by the CEO and aligned with CSN’s overall development goals.
6. **General Responsibilities**
	* Comply with and actively promote CSN policies and procedures, including Equal Opportunities, Health and Safety, and safeguarding children and vulnerable adults.
	* Respond to general programme inquiries and maintain knowledge of CSN and partner agency programmes.
	* Represent CSN at events as required.

**Job Specification: Sport for Development JagTag Facilitator**

**Qualifications and Attainments**

**Essential:**

* Qualification or background in coaching American Football at any level.
* Knowledge of American Football.
* Hold Full UK Driving License and access to own transport.

**Desirable:**

* Level 1 or 2 JagTag qualification\*
* Minimum of one other related qualification. For example, other sports coaching qualifications, youth work qualifications, tutor qualifications.
* First Aid qualification\*
* Safeguarding training\*

(\*If not already held, these qualifications can be completed within one month of employment, facilitated by CSN.)

**Relevant Experience**

**Essential:**

* Minimum of 6 months’ experience in delivering sport or physical activity programmes in education, sports development, or community settings (paid or voluntary).
* Experience adapting programmes to meet diverse participant needs.
* Demonstrated creativity and flexibility in engaging groups traditionally underrepresented in sports.

**Desirable:**

* Experience working with voluntary sports clubs, volunteers, and officials.
* Experience planning and delivering sport and physical activity programmes.
* Experience in monitoring and evaluating programmes.

**Technical & Communication Skills:**

**Essential:**

* Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office productivity tools.
* Experience using online meeting and communication platforms (e.g., Zoom, Teams).
* Excellent written and verbal communication skills.
* Strong interpersonal skills with the ability to work collaboratively with senior management, trustees, and colleagues.

**DISCLOSURE:**

**Please note that a criminal record will not automatically bar you from obtaining a position in Community Sports Network.**

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