**CECOS - JOB DESCRIPTION**

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| Position Title | Sports Incharge |
| Department | Student Affairs |
| Reporting To | Dean, Office of Student Affairs |

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| **POSITION DESCRIPTION & PURPOSE STATEMENT** |
| Sport Incharge is a person with management skills related to planning, organizing, directing, controlling, budgeting, leading, and evaluating. The primary service is related to sport or physical activity.  The most important function of the Sports Incharge is to organize sports events/ training and to encourage people to take part in sports and have a healthier lifestyle. |

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| **Required Qualification, Experience and Skills** | |
| **Qualifications and Skills Required** | 1. Intermediate 2. Bachelors |
| **Minimum Field of**  **Expertise** | 1. A minimum of 10 years’ experience in a similar role. 2. A minimum of 5 years’ experience in a similar role. |

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| **REQUIRED JOB COMPETENCIES (Technical, Soft Skills & attitude)** | | |
| *S#* | *Competency* | *Criticality (High / Low / Medium)* |
| **1.** | Professional appearance | High |
| **2.** | Enthusiastic, encouraging attitude | High |
| **3.** | Ability to build up good working relationships with client groups and partner bodies, and work in a team | High |
| **4.** | Practical commitment to sport and an in-depth knowledge of a particular sport or a range of sports | High |
| **5.** | Ability to work with other individuals in a group setting | High |
| **6.** | Communication skills | High |
| **7.** | Initiative, self-motivation and the ability to motivate others | High |

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| **DUTIES AND RESPONSIBILITIES** |
| * Identify sport, recreation and health initiatives and oversee strategic planning and implementation * Coordinate, deliver and promote relevant activities, classes and events * Raise public awareness of health and fitness issues and promote participation in sport, particularly among underrepresented groups * Maintain records and produce written reports * Attend local, regional and national meetings, seminars and conferences * Check venues and manage facilities * Liaise with clubs to develop coaching and youth development and to help clubs handle issues such as safeguarding more effectively * Manage resources and a budget * Maintain links with county, regional and national sporting representatives and organizations * Work within specific guidelines, e.g., equal opportunities, health and safety and child protection * Offer coaching and supervision when appropriate. * Recruit, train, support, develop and manage coaches and volunteer staff * Educate and train coaches, volunteers and facilities staff in specific aspects surrounding the needs of disabled participants - seeking input from experts in disability awareness where appropriate * Use information and publicity to ensure people with disabilities are more aware of the sporting opportunities available to them * Work in partnership with appropriate organizations to deliver a program of activities * Organize sport-specific activities and maintain inclusivity in sports. * Schedule sport events and training for the students * Develop SOPs and processes |
| **Any other** |