



Leger Sport Operations Manager

Leger Education Trust





RECRUITMENT INFORMATION PACK

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July 2024

Dear Applicant,

Thank you for your interest in the position of Leger Sport Operations Manager. The Trust is entering into an exciting phase of development with Leger Sport and the facilities, with a 3G pitch development application with the Football Foundation in progress. The role will include managing the sports facilities in the Trust, namely the sports centre at Campsmount Academy. You will lead and drive the commercial and community opportunities for the sports centre, developing club links, lettings and maximising income opportunities.

You will be an experienced and skilled leader, ideally with some experience in sports development, accountable for the performance of Leger Sport both financially and operationally. You will be responsible for supporting the development of Leger Sport as a brand, as well as leading on the strategic direction.

Within this application pack you will find a job description and person specification, as well as information on the Trust and how to apply. I would strongly encourage you to visit the Trust website on www.legereducationtrust.com and our twitter account @LegerEdTrust, to see up to date information on life at Leger Education Trust (LET).

The successful applicant will be assured of a well-considered induction to the Trust and support for your own professional development.

Everyone within the Trust has a key role in achieving our aim of truly great students in truly great schools and our Trust values of PRIDE, AMBITION, INTEGRITY and RESPONSIBILITY are at the centre of all we do. You will join staff at a Trust who are positive, professional, friendly and have an absolute commitment to our young people.

We hope that you feel Leger Education Trust will be the right organisation for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to meet all of the team.

Yours faithfully,

Adam Dale
CEO

Adam Dale BSc (Hons) NPQH CEO
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www.legereducationtrust.com

Our Vision:
'Truly great students in truly great schools'

Our Vision

Truly great students in truly great schools

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them to thrive.

Our Vision

Truly great students in truly great schools

Our vision is simple... we want to nurture all our students to be amazing young people who are ready to thrive and shape our world. Through excellent teaching, leadership, governance and parental support we will achieve this together and, as a result, have schools of which we can all be proud.

A truly great student in our Trust embodies each of our four values; they take pride in their actions, have high ambitions for themselves and others, take responsibility and demonstrate integrity in everything they do.

Our Mission

A high-quality learning experience that fulfils all students' potential, shapes their individual character and allows them all to thrive

To achieve our vision, we will provide all students in all our academies with a high-quality learning experience, every lesson, every day, which focuses on developing their unique character. The Trust culture will ensure that students are happy, safe, positive and the needs of every individual are met.

All students will have a voice in their education and their future. This experience will foster independence, a sense of community and an appreciation of sustainability and the environment in which they live.



Pride

We are the champions of our students, our Trust and our people

We do our best at all times and present ourselves positively and respectfully. We promote everything that is great, celebrate our schools and we believe in the contribution of every individual



Ambition

We challenge ourselves to innovate and do better every day

We set the highest of standards for ourselves and others and we are outward facing and life long learners. We genuinely show that we want the best for all and are always eager to embrace self development and improvement



Integrity

We operate with honesty, transparency, and serve our community

We have a clear moral awareness and appreciation of how our actions impact on those around us. We care for each other and promote altruistic behaviours



Responsibility

We act responsibly, take ownership for our actions and care for each other

We know how to achieve our goals and demonstrate the initiative and independence to reach them. We embrace challenges and persevere when things get difficult. We become role models for others whilst valuing and celebrating diversity



The Application Process

Further details about Leger Education Trust can be found on the Trust website: www.legereducationtrust.com and also the twitter feed @LegerEdTrust.

To complete an application please click on the link below (this will open up an online form via the 'My New Term' website):

<https://mynewterm.com/jobs/564731958/EDV-2024-LET-08195>

Shortlisted candidates will receive an email detailing the interview process. If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

Written references will be sought on all short-listed candidates before interview.

If you have any queries on any aspect of the application process or need additional information, please contact rwilcock@legereducationtrust.com

Key dates:

Closing date for receipt of applications: Saturday 31st August, 9am

Interviews will take place: week commencing 2nd September 2024



LEGER SPORT OPERATIONS MANAGER

Grade 8 £31,364 - £36,648 (FTE)

Full time/part time (to be negotiated)

Permanent

Leger Education Trust is a Multi-Academy Trust with sponsor status. Since its establishment in November 2018 the Trust has grown rapidly and now includes seven schools and an alternative provision in Doncaster.

'Truly great students in truly great schools' is the central vision of Leger Education Trust and our Academies. We are dedicated to maximising the life chances of each and every child, focusing on students' health and well-being, character building and personal development.

We are looking for a dynamic and experienced leader to develop the future of Leger Sport as we enter into an exciting phase of development with Leger Sport and the facilities, with a 3G pitch development application with the Football Foundation in progress. The role will include managing the sports facilities in the Trust, namely the sports centre at Campsmount Academy. You will be responsible for supporting the development of Leger Sport as a brand, as well as leading on the strategic direction.

You will be an experienced and skilled leader, accountable for the performance of Leger Sport both financially and operationally. You will be responsible for developing Leger Sport as a brand, as well as leading on the strategic direction.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and an application form please contact the follow the link below:

<https://mynewterm.com/jobs/564731958/EDV-2024-LET-08195>

Closing date for receipt of applications is Saturday 31st August, 9am



JOB DESCRIPTION

Role Title: Leger Sport Operations Manager

Grade of Post: Grade 8 £31,364 - £36,648 (FTE)

Hours of Work: Full time/Part time; Permanent

Responsible to: Executive Director of Operations

Responsible for: Leger Sport staff

Role Responsibility: Management of all sport related business for the Trust including sports centre, 3G pitch project, support with Leger Sport competitions, and Duke of Edinburgh Award.

Location: Trust-wide

Key Focus Areas 24/25

- Development of 3G project and mobilisation plan for Campsmount Academy, working with all stakeholders
- Operational management of the Sports Centre and Duke of Edinburgh Award including staffing, rotas, recruitment, induction, training, performance management, and health and safety.
- Monitoring and managing the Leger Sport budget, ensuring expenditure is in line with procurement policies and budgets, and maximising income and developing opportunities
- Development of community and local links for sport and wellbeing, coordinate a programme of events and activities to support awareness of health and fitness and promote participation in sport

Main Duties and Responsibilities:

Strategy

- To work with the Executive Leadership Team to develop an annual business plan and budget for Leger Sport including the Sports Centre, supporting with schools programme and competitions
- Lead on the development of the 3G project and mobilisation
- Ensure prioritisation and allocation of major tasks and that all risks are identified, and any mitigating actions put in place
- Produce monthly updates on progress against the strategy and key performance indicators
- Effectively manage internal and external stakeholder relations including member clubs, schools, and partners, providing outstanding customer service to members and key stakeholders
- Contribute to creating a high performing team and positive culture
- Use data and insight to help inform decision making across the business
- Comply with all Leger Education Trust policies and procedures to ensure the highest standards of health, safety and wellbeing is maintained.

Leadership

- To work with the Executive Leadership Team to develop a 3-year strategy for Leger Sport including the Football Foundation project and development of the Sports Centre including the gym, memberships, classes and lettings



- To support Leger Sport staff to ensure quality across all programmes and a sustainable workforce, ensuring robust performance management and high quality CPD
- To monitor and manage all Leger Sport finances, budget and KPIs to ensure growth and financial viability
- To lead on funding opportunities and manage successful projects; evaluate the impact of projects and complete all funding monitoring requirements
- Working with the Executive Director of Operations, lead on Leger Sport health and wellbeing strategy and initiatives as part of the Trust Wellbeing strategy

Operational

- To coordinate effective use of sports facilities across the Trust, ensuring lettings are maximised following policy and pricing schedule
- To manage the operational aspects of the Duke of Edinburgh (DofE) Award, line manage DofE staff, support and advise DofE on planning of expeditions and the programme
- To work with stakeholders to develop satellite clubs as a pathway from curriculum to community provision, utilising Trust facilities to best advantage
- To manage the coordination of Leger Sport staff programming. The role will involve working some evenings and weekends as needed.
- To work with the Executive Leadership Team at Leger Education Trust to monitor performance
- To keep up to date with all centre course manager training from Sports Leaders UK and ensure Leger Sport centre course approval status is maintained.
- To lead on, and be responsible for risk management of Leger Sport
- To adhere to all Leger Education Trust safeguarding and child protection policies,
- To communicate with all stakeholders regarding strategic direction of Leger Sport
- To build strong partnerships with external organisations within Doncaster to develop community relationships and strategic growth for future community programmes
- To lead and develop a marketing and brand strategy for Leger Sport
- To prepare reports for the Executive Leadership Team and Trust Board

This job description may be amended at any time following discussion. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

Person Specification

	Essential	Desirable	How Assessed
Qualifications:			
4 GCSEs (grade C/4 or above) or equivalent including English and Maths	✓		Application form
Post-16 qualification in leisure studies/sport development/physical education	✓		Application form
Degree in leisure studies/sport development/physical education		✓	Application form
Business Management qualification		✓	Application form
Experience:			
Managing business operations including risk management effectively and efficiently, with a proven track record of improvement and maximising commercial opportunities	✓		Application form
Budget management, strategic commercial development and financial monitoring and action planning	✓		Application form
Experience of delivering and managing sport in the community	✓		Application form
Knowledge, Skills and Abilities			
A strong practitioner and skilled leader of people and teams, able to successfully lead and develop staff	✓		Application form
Understand the characteristics of high-quality teaching and effective learning	✓		Application form
Skilled in planning, coordinating and implementing inclusive sport: commercially, in the community, and for schools	✓		Application form
Ability to work under pressure, meet tight deadlines and pay attention to detail	✓		Application form
Excellent written, verbal, and non-verbal communication	✓		Application form
Ability to use own initiative, lead a team effectively and work within a team environment	✓		Interview
Ability to monitor and evaluate projects in line with KPIs	✓		Interview
High level of interpersonal skills with the ability to maintain a positive profile with all stakeholders	✓		Interview
Good ICT skills	✓		Interview
Ability to work flexibly as the need arises	✓		Interview
Other:			
Willingness to work occasionally outside of contracted hours	✓		Interview

Leger Education Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.