

Title: Change 4 Life Club's Manager (Part Time)

Team: Development

Responsible to: National Development Officer

Office Location & Hours: 20 hours per week (Term Time only) 1 x North; 1 x South

Contract **12 month Fixed Term –Secondment applications welcome**

Salary: £12,000

Strategic Responsibilities

- Liaise with YST , Sport England and other strategic organisations supporting the C4LC programme
- Working with the EHA National Development Officer and 6x C4L Activators, ensure coordination and delivery of C4LC programme across school sports partnerships and schools.

Key responsibilities and main tasks and activities

Working with the EHA National Development Officer, Office Staff , other appropriate EHA personnel and key partners and Managing 3 x Part time C4L Activators:

- Plan, programme and deliver the Change4Life training to schools
- To establish a brand new, innovative, recreational, Change4Life competition to link locally, regionally and nationally using the EHA website and for example, social networking, for communication and results
- To embed the sustainability of newly formed C4L Clubs by facilitating, advising where necessary, training and signposting towards such things as EHA Affiliation, Club and Regional committee formation and club mark
- To meet agreed targets set

To achieve this will require the C4L manager :

- To ensure synergy between C4LC programme and the work of regional/county development officers
- To ensure implementation of safeguarding policies and procedures.
- To monitor progress of plans and prepare reports for the board and key partners.
- To comply with England Handball's policies and procedures
- To undertake such other duties as may be appropriate to achieve the objectives of the post.
- To actively promote equality and equity with the organisation and work place
- To comply with all aspects of Health and Safety Policy and Arrangements To work some weekends and evenings as and when required.
- Post holder must hold a full driving license.
- Post holder must comply with EHA's Safeguarding and CRB policies and procedures and Standards.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.