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| Job Title: | Children's Party Coordinator |
| Hours: | Variable |
| Job Type | Casual Contract |
| Pay: | £12.50 per hour |
| Department | Essex Sport |
| Responsible to: | Sports Development Coordinator |
| Closing Date: | 22 nd March 2019 |
| Enquiries to: | Applications to: sportsdevelopment@essex.ac.uk Informal enquires to Liam McDougall l.mcdougall@essex.ac.uk Sports Development Coordinator |

We're on the lookout for Children's Party Coordinator's and have a fantastic opportunity for you to join our team! As an Essex Sport Party Coordinator, you will be responsible for coordinating fun and safe birthday parties, engaging children in a variety of games and activities and providing excellent customer service on someone's special day. We are looking for organised and positive individuals with a genuine interest in working with children and possessing the capability to create a fun and safe environment.

Essex Sport

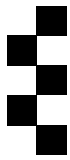
Essex Sport is committed to making sport available to all through our impressive selection of activities, facilities and sports clubs. With our new £11 million-pound Essex Sports Arena, we have ambitions to increase our sports development programming across a range of different projects, aimed at students, staff and the local community. We are looking for an enterprising individual to further develop their skills in helping us meet these targets.

We currently engage with over 500 children throughout the year and have ambitious plans to grow our 'Essex Sport Junior' programme, which currently delivers weekly sports coaching sessions and courses, holiday camps and children parties including preschool, primary and secondary school age groups. We are looking for an enterprising individual to further develop their skills in helping us realise our ambitious plans.

Duties of the Post:

We are seeking a coordinator to take responsibility for our Children's parties here at the University of Essex. The successful candidate will be responsible for coordinating and delivering engaging and safe multi-sport parties for children aged 5-14.

- Deliver engaging, fun and safe parties in accordance with plans. Parties will consist of multi-sport activities and games.
- Attend workshops or training sessions to establish working expectations and job-relevant training.
- Ensure a high standard of physical, emotional, social and behavioural care for all children.
- Set up of facilities in line with health and safety guidelines, potential to include tidy of facilities too.
- Ensure high standards of safety, hygiene and cleanliness are maintained at all times.
- Be aware, understand and follow policies and procedures relating to your role including health and safety, equality and safeguarding.
- Communicating with parents regarding queries/bookings, delivering excellent customer service and presenting a professional image of Essex Sport.
- Liaising with senior staff regarding facility availability and feedback from parties.



- Demonstrate a wide variety of communication skills to engage children and deliver consistently high standards of parties to all customers.

Job Specification:

| Essential | Desirable |
|---|--|
| Strong written and verbal communication | Previous experience working with children in sports coaching, education or an activity setting |
| A passion for working with children | Level 1 sports coaching qualification |
| Be flexible, dependable and reply to requests in a timely manner | Valid first aid qualification and enhanced DBS (training opportunities are available) |
| Strong leadership and organisational skills | |
| Ability to work in a fast-paced team environment | |
| Vibrant, fun and confident personality | |
| Be able to attend training/development sessions | |
| Commitment to high-quality customer service to parents and children | |
| Willing to work evenings and weekend shifts | |

How to apply:

- To apply, please submit a CV and a 500-600 word description as to why you feel you would be ideal for this position. What experience you have had within a similar role and what skills you feel would make you an ideal candidate. Submissions to be made via email to the Sports Development Team on sportsdevelopment@essex.ac.uk
- Please include the job title (**Party Coordinator**) in your submission email.
- Closing date for applications will be 22nd March with interviews being scheduled **1-2 weeks after** receiving an application.