



Holiday Camp & Community Event Coordinator | Location: Oxford (OX3 0NQ) | Salary: £26,000 - £29,000

A great opportunity for an energetic and motivated individual with experience of running holiday camps and community events.

Established in 1999, Ignite Sport UK's primary aim is to inspire people with sport, activity, and wellbeing, and to help create a sense of achievement for participants of all ages, backgrounds, and abilities. Based in Oxford and operating nationally, we provide a portfolio of training and services to individuals, schools and the sports industry, ranging from weekly clubs for tots to adult courses.

Initial 6-month contract with the potential to be extended or converted to a permanent position

This is a busy role and a rewarding one! We are seeking a dynamic, super organised individual to coordinate our programme of holiday camps and community events. You will be the first point of contact for parents, schools and customers and must be an excellent communicator and have a passion for delivering outstanding customer service. This role demands BIG energy! Listing all of the contributions that the new recruit will accomplish would be lengthy but the list below is essential to know:

Will ensure maximum quality, fun and safety of all participants.

Great communicator to both staff and customers.

Inspire physical activity and wellbeing through sport.

Implement and manage all operating procedures to ensure camps and events are delivered in a timely and safe manner.

Working closely with our management and coaching team to ensure good staffing levels, effective planning and engaging activities and programmes.

Ensuring Ofsted standards and Covid safe guidelines at all times.

Other duties:

Assist Managers with daily tasks including marketing, market research, bookings and organisation of events.

Any other reasonable tasks as required by Management.

Hours of Work

You will be contracted to work 4 to 6 days over a week period on a flexible basis. This means that your days and hours of work could vary each day but you will always receive at least your contracted hours per week. Working hours will include some weekends and public/bank holidays.

Essential requirements

Ideal candidate will hold a full and relevant level 3 sports coaching and/or childcare qualification.

Experience of working with children, parents and adult participants ideally in a sports or entertainment environment.

Previous experience with sole responsibility for the safety and experience of customers, staff and site.

Exposure to leading, coaching, developing and supporting teams.

Enjoys working in a busy indoor/outdoor environment.

Motivated and enthusiastic with excellent verbal communication skills.

21 years old or above.

Driving license and access to a own vehicle.

Benefits

Fully expensed mobile phone

22 days holiday + bank holidays

Childcare voucher tax saving scheme (to help towards the cost of childcare)

Pension with employer contribution

Employee recognition - We reward excellence annually with staff awards & incentive opportunities

Free childcare at Ignite Holiday Camp Settings

On site parking at head office

Annual employee wellbeing grant

To apply - Please send a copy of your CV along with a short video explaining why you are the perfect candidate for this role to Louise - l.merritt@ignitesportuk.com

Closing date for applications: February 11th, 2022