

 Portland College	<b>Role Profile</b>
<b>Job Title</b>	<b>Inclusive Community Sports Programme Coordinator</b>

<b>Salary range</b>	Point 12
<b>Contract</b>	Fixed term
<b>Main location</b>	Portland College
<b>Hours and basis</b>	20 hours per week (mostly evenings and weekends)
<b>Reports to</b>	Newstart Activities and Theatre Programme Lead
<b>Date of issue</b>	January 2026

#### Why Portland Charity Group needs this role

Portland Charity operates an Ofsted Outstanding national college & registered care home for people with a wide range of disabilities & associated learning difficulties.

This role will work alongside our Newstart Activities & Theatre Programme Lead, allowing us to grow our existing enrichment offer. It will support us to widen community engagement and participation, ensuring more people can benefit from our inclusive programme.

#### What you will be doing

- Supervise college staff, freelancers, chaperones & volunteers as appropriate.
- Ensure our Safeguarding policy is implemented and adhered to at all times.
- Oversee participants to ensure they enjoying events safely and appropriately.
- Liaise with staff in other departments such as the café and estates, as required.
- Ensuring people displaying challenging behaviours are supported by the appropriate staff.
- Ensuring compliance with safety regulations, delivering a safe working environment without risk to health and welfare at work.
- Ensuring all Health and Safety policies, procedures, rules and regulations are adhered to and effectively communicated.
- Safeguarding and promoting the welfare of children and adults.
- Dealing with queries, complaints, accidents and emergencies.
- Demonstrating good customer service skills.
- Ensuring all data is managed in line with General Data Protection Regulations.
- Handling cash and reporting takings to the Newstart Activities Lead.
- Reporting accidents or near misses as appropriate.
- Abide by all organisational policies, code of conduct and practice.
- Support diversity and equality of opportunity in the workplace.
- Organise and oversee the set up and take down of event equipment.
- Monitoring site security and responsibility for securing the site after the event.
- Running and supervising some of our inclusive community sports programme which is open to people of all abilities and age groups.
- When supervising, they will have overall responsibility for the booking including all aspects of health and safety, staff and visitor conduct, safeguarding, logistics and site security.
- Supervising and setting up for occasional private bookings in our Newstart Theatre and Multi Use Games Area (MUGA) on campus which enable us to fund our community programme.



## Role Profile

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**Inclusive Community Sports Programme Coordinator**

### Key results we want to see from this role

- Working collaboratively to enhance our programme of engaging and inclusive activities delivered on a regular basis for Portland beneficiaries and our wider communities.
- External performances delivered by and for disabled people.
- Work experience & volunteering opportunities available at events.
- Deadlines to be met.
- Safe & effective operation of the facility & any other aligned activities/events.
- Continual growth and development of the overall offer and widening community participation.
- Positive feedback from participants, partners and commercial hirers.
- Positioning Portland as a provider of choice for inclusive sports programmes.

### Dimensions of the role

- Responsible for the smooth and safe running of the Newstart Hall during certain events.
- No line management or budget responsibilities

### Key work relationships

- Work closely with Newstart Activities & Theatre Programme Lead
- Work closely with learners and citizens to deliver events to meet their needs/aspirations.
- Develop relationships with staff in relevant departments and our volunteers.

### Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.