



School Programme Coordinator
Salary £15,000 (based upon 30 Hours per Week)
1 Post Available

Closing Date: Friday 12th October 2007

The Vipers Community Foundation is seeking to recruit an individual to work within our team. Based in the North East of England the individual will be working on a variety of projects including the further development of the Vipers Community Foundation regional plan specifically focusing on delivery of the project.

The School Programme Coordinator main role will be to oversee the design and implementation of a structured After School programme which will provide quality coaching within a safe and structured environment. Specific responsibilities will include coordination of the after school programme, design and implementation of programme, coordination of coaching staff and liaising with local schools.

Key Targets:

1. Increase Participation Levels in Ice Hockey and related Activities
2. Delivery and Provision of Quality Coaching

Key Duties and Responsibilities:

1. Day to day coordination and management of all aspect of After School Programme
2. Recruitment of fully qualified and suitable assistant coaching staff and volunteers
3. Design and implementation of After School Programme
4. Liaise with schools throughout the North East of England

To Apply please send your CV to: ***Jaimie Longmuir, Vipers Community Foundation, Metro Radio Arena, Arena Way, Newcastle upon Tyne, NE4 7NA.*** To request further information including a person specification please contact Jaimie Longmuir of the Vipers Community Foundation on **0191 242 2420** or **077367 80072**.

