

Role Profile

Job Title:	Resource & Artwork Coordinator
Salary/Banding:	2
Role Holder:	
Department:	Education
Location:	Lilleshall National Sports Centre
Reporting to:	Resource Officer

Role Summary:

The purpose of this role is to support the development of the Coach Support Programme and Resource Officer to produce, maintain and develop a full range of professionally presented and consistently branded resource materials for all Coach, Instructor, Judge, Teacher, Tutor and Mentor education programmes.

Main Areas of Responsibility:

1. Support the development of new and existing education Resources, Initiatives and Programmes, on a project-by-project basis.

Typical Activities:

- Working with the Coach Education Development Manager and Resource Officer to support the development of new resources, specifically artwork, video content, and the creation of learner and tutor resources for education programmes.
- Develop technical gymnastics diagrams using specific software for the Coach Education System.
- Supporting the Resource Team to complete projects and associated work packages, through to sign-off and implementation in-line with department standards, processes and deadlines.
- Preparing content for a range of designated modules; managing on a project-by-project basis in line with the requirements above.
- Supporting the Coach Education Development Manager to develop interactive learning and assessment techniques.
- Maintaining communications and administration relevant to each project; providing regular reports and up-dates as required.

2. Support the line manager to ensure a full library of resources is available; the resources are consistent in their presentation and branding and are accurate and up-to-date

Typical Activities:

- Working with the Coach Education Development Manager and Resource Officer to develop new resources, working with a range of information from Technical and Subject Matter Experts, copy, images and ideas to create user friendly, creative and technically competent resources, as directed.
- Contribute to maintenance of the British Gymnastics digital resource via the Content Management System – Contentful.
- Working with the Resource Officer, to ensure existing resources are up-to-date, and in-line with branding standards, including re-formatting existing paper publication content for on-line publication.
- Cross-referencing changes to resources with associated examination papers and other documentation.
- Liaising with the Resource Team members and Marketing & Communications department regarding branding guidelines, developments and templates.

- Undertaking additional relevant tasks, as designated by the line manager to progress the development of course resources for Coach Education.
- Working with a range of copy to ensure consistency of tone of voice, to create user friendly, creative and technically competent resources, as directed
- Type setting and proof reading all new and updated material for accuracy and user understanding.
- Supporting the Resource Team to complete projects and associated work packages, through to sign-off and implementation in-line with department standards, processes and deadlines.
- Ensuring all resources are stored accurately and appropriately with clear reference/date labels, paying particular attention to the security of master documents.
- Ensuring all resources are registered with the Resource Officer in a document management system.
- Ensuring version history processes are followed and documents are appropriately updated, archived or deleted.

3. Support the Education Department with routine office administration and customer service

Typical Activities:

- Maintain an up-to-date document that clearly identifies what resources are required for each role (Tutor or Learner) for each course.
- Maintain an up-to-date calendar of when courses are scheduled and ensure printed resources for delivery are organised on time, and electronic resources are either sent or accessible.
- Assist in the visual creation of documents such as the Educator Workforce Newsletter, conference resources, and another other external facing resources that falls outside of the education programmes.
- Taking telephone calls as part of the department, answering/fielding the calls and queries as appropriate.
- Supporting colleagues' routine administration during holidays/absence.
- Assisting in the maintenance of the coach education area on the British Gymnastics website, ensuring all course prospectus material is accurate, current and relevant.
- Assisting the Education Resources Coordinator in the maintenance of British Gymnastics Academy.
- Updating CRM records in relation to award certification.
- Attending and contributing to Resource team, and Education department meetings.
- Undertaking ad hoc administration duties/actions as required

4. Keeping our sport, our members and our colleagues safe

All employees of British Gymnastics have responsibility to keep our sport, our members and our staff safe.

This includes upholding our safeguarding, data protection, health & safety, equality & diversity and risk management policies, promoting our rules and standards of conduct for members and reporting any suspected risks, breaches, misconduct or poor practice to their line manager, the Integrity Unit (concerns about members and clubs) or the HR team (concerns about British Gymnastics staff).

We operate as a matrix organisation: from time to time you may be called upon to work on key organisation developments as part of projects, programmes or cross working groups. Depending on the extent of this work these may be managed formally through the setting of objectives by your line manager.

Role Requirements:

1. Knowledge, Skills and Expertise

The role holder will possess

- Knowledge and experience of graphic design in a variety of forms of multimedia (digital and print), desktop publishing and the print industry supply chain.
- Knowledge and experience of graphic design applications software (Adobe Creative Suite),
- Thorough understanding of British Gymnastics branding and corporate identity policies/protocol, publications and templates
- Attention to detail for accurate and timely production of work.

In addition, the role holder will need to demonstrate excellent proof-reading skills, copy writing, and communication skills, as well as good IT skills for producing own work and supporting own administration.

2. People

This role includes building relationships, sharing information and co-ordinating a range of colleagues, technical authors and volunteers who contribute to the development and delivery of education programmes, awards, resources and learning solutions.

To be effective in this role the role holder requires a sense of teamwork and responsibility towards achievement of education targets and projects.

3. Shaping Direction

This role requires the holder to plan and monitor their own work programme, including:

- Delivering on specific tasks, which support time sensitive projects/deadlines
- Testing, monitoring and analysing the impact of course/content development.

To be effective in the role the holder will need a good understanding of British Gymnastics education pathway, current British Gymnastics resources and the wider agenda for education and eLearning.

This role requires the holder to plan their own workload on a weekly basis.

4. Developing Solutions

This role requires the holder to work with the Resource Officer to analyse and resolve a number of problems/issues, including:

- Providing expertise into the development of learning materials and eLearning methodologies that represents a broad demographic of learner, across the full range of disciplines, at all levels of the education framework
- Prioritising activities and projects in order to meet the requirements of the department plan.

Whilst the role holder will generally work unsupervised, work is directed, managed and supported by the Resource Officer and it is unlikely that work will be released without formal approval.

5. Decision Making

This role requires the holder to make decisions and recommendations in relation to own workload; to contribute to department and eLearning project plans and activities; to be responsible for co-ordinating effective resources and learning solutions; and make informed recommendations regarding the development of courses and content.

6. Communicating

This role requires the holder to inform and obtain information from colleagues, technical authors, and other stakeholders in a timely and succinct manner to co-ordinate resources and learning materials.

In the main, communication will be by telephone and email but also be via meetings where appropriate and relevant.