

## **VACANCY FOR HIGH SCHOOL ATHLETICS & CYCLING PROGRAMME CO-ORDINATOR**

**TuksSport High School and the ACE Trust are looking for a motivated and enthusiastic person to act as coordinator between the Athletics Academy and the School.**

The incumbent will carry out day to day monitoring of the ACE Trust bursary athletics and cycling programmes at TuksSport High School to ensure integration between the School and the Academies and plan and implement certain co-curricular activities that foster psycho-social development in ACE Trust bursary holders.

### **1 Key Responsibilities:**

- Programme Integration. Maintain a daily overview of the Tuks Athletics and Cycling programmes to ensure integration and the sharing of information between all parties involved in the programme viz. School, Academies and Coaches, service providers and athletes / cyclists; act as a reliable point of reference for all stakeholders.
- Personal Development Plans. In collaboration with the School, develop and implement a PDPs with each athlete / cyclist to set quarterly academic, sport and personal goals.
- Mentoring Programme. Implement a mentoring programme for all athletes / cyclists that is aligned with the School and the Residence programmes.
- Social Development Programme. Liaise with Residence staff, plan organize and supervise educational outings / activities for ACE Trust bursary holders.
- Programme Monitoring & Reporting. Attend meetings, functions and sporting events to stay informed, assist Technical Lead with implementation of the PhasePlay app, ensure timely reporting of academic and sporting results, ensure activities are carried out within prescribed budgets.

### **2 Reports to:**

- Principal, TuksSport High School and National Programme Manager, ACE

### **3 Minimum Requirements:**

- 5 – 8 years' experience in the field of teaching / coaching/ mentoring / youth development
- Bachelor degree or equivalent
- Strong interest in and knowledge of youth athletics / cycling sport development

### **4 Required Competencies / Skills**

- Knowledge of how to implement personal development plans and mentoring programmes
- Strong interest in youth development particularly those from disadvantaged backgrounds
- Demonstrated understanding of the ACE Trust mission and goals (see [www.ace-trust.org](http://www.ace-trust.org)).

**Working Hours:**

To be discussed

**Closing date: 10 January 2024**

No Applications for the position will be considered in the absence of submission of a valid South African ID or, in the case of a foreign national, a valid work permit in terms of which employment in the vacant position is authorised.

*Interested parties should send a CV, a cover letter and copies of qualifications to [di.reid-ross@hpc.co.za](mailto:di.reid-ross@hpc.co.za)*