



## Job Description

<b>Job title:</b>	Inclusive Education Development Officer
<b>Salary:</b>	£28,000-£30,000
<b>Accountable to:</b>	Head of Sport for Development
<b>Location:</b>	Home based with some travel across Great Britain
<b>Hours:</b>	35 hours per week

## Context

Special Olympics Great Britain (SOGB) is a charity that provides transformative experiences through sport, empowering people with intellectual/learning disabilities SOGB is committed to creating inclusive education environments where children and young people with intellectual disabilities are valued, supported and empowered. The Inclusive Education Development Officer plays a critical role in expanding the reach and impact of SOGB in the education sector across Great Britain.

The role focuses on expanding the reach and impact of the Unified Champion Schools (UCS) programme by building strong relationships with schools, colleges, universities, and charities to drive inclusive sport, youth leadership, and whole-school engagement for students with and without intellectual disabilities across Scotland, England and Wales. The Inclusive Education Development Officer will lead on programme delivery, school engagement, training, resources and reporting to ensure high-quality, sustainable and impactful participation.

## Main Areas of Responsibility

### Unified Champion Schools (UCS) programme delivery

- Lead the implementation, growth and quality assurance of the Unified Champion Schools programme across Great Britain.
- Coordinate the three core elements of UCS: Inclusive Sports, Inclusive Youth Leadership, and Whole-School Engagement across schools, further and higher education.
- Deliver training, workshops and resources to schools and other settings to support inclusive sport and youth leadership.
- Monitor school progress against UCS benchmarks and provide ongoing coaching, support and development.
- Ensure students with intellectual disabilities are meaningfully involved and represented across UCS activities.
- Work with key delivery partners across GB to ensure effective implementation of UCS
- Ensure alignment with the School Games and the proposed School Sport Partnership model in England.

### **Engagement with education organisations and establishments**

- Build strong relationships with a wide range of education organisations and institutions (charities, primary, secondary, FE, HE).
- Support schools to embed inclusive sport and Unified programming into their curriculum, extracurricular provision and school culture.
- Work in partnership with Youth Sport Trust and other delivery partners to drive engagement to recruit new schools into the Unified Champion Schools programme.
- Provide guidance to schools on inclusive practice, accessibility, safeguarding and meaningful participation.
- Work collaboratively with the MATP National Manager to develop a consistent approach across education and build on existing school relationships.
- Work with the SOGB Athlete Leadership and Engagement Manager to facilitate opportunities for athlete engagement within schools, promoting athlete voice and leadership.

### **Programme development and resource creation**

- Contribute to the development of high-quality tools, curriculum-aligned resources and training materials.
- Ensure all resources reflect best practice in inclusive sport and education.
- Support the evolution of the UCS model to respond to national education priorities and emerging needs.

### **Partnerships & stakeholder engagement**

- Work collaboratively with external partners, recognising that programme delivery is strengthened through shared resources, shared expertise and collective responsibility.
- Identify, develop and manage partnerships with education networks, local authorities, trusts, teacher training bodies and sports/education charities.
- Establish strong working relationships that support co-delivery of Unified programming and sustainable school engagement.
- Work in collaboration with SOGB staff to align UCS with national initiatives in disability inclusion, sport, and youth leadership.
- Support the involvement of athlete leaders as co-facilitators, speakers or ambassadors within the education network.

### **Monitoring, Evaluation & Reporting**

- Collect and analyse data to demonstrate programme impact.
- Produce regular reports for internal teams, funders and partners.
- Capture case studies, good practice examples and school success stories.

### **Team Working & Organisational Contribution**

- Contribute as part of the Organisation Growth team to drive organisational development.
- Collaborate with the Marketing & Communications team to amplify UCS success stories.
- Support fundraising bids and proposals through data, insights and programme information.
- Take responsibility for managing your programme area and contributing to cross-organisational initiatives.

- Maintain an excellent knowledge of Special Olympics GB's activities, programmes and projects.
- Represent SOGB at events, meetings, and external engagements as required.
- Comply with and work within SOGB's policies and procedures.
- Any other duties required to fulfil this role and the needs of SOGB.

*This job description is intended to be a basic guide to the scope and responsibilities of the role and is not exhaustive. There may be other duties required of the post holder commensurate with the role. It will be subject to regular review and amendments as necessary, in consultation with the post holder.*

## **Person Specification**

### **Experience and Knowledge**

- Minimum 2 years experience working within education, youth sport, disability inclusion or related fields.
- Understanding of intellectual disabilities and inclusive practice.
- Experience delivering training, workshops or educational programmes.
- Evidence of strong relationship-building skills with schools and/or youth organisations.
- Excellent organisational, communication and project-management abilities.
- Experience of safeguarding children and vulnerable adults.

### **Desirable Requirements**

- Experience delivering or coordinating unified or inclusive sport programmes.
- Knowledge of the UK education system and national education priorities.
- Experience working with individuals with intellectual disabilities.
- Experience in co-production, youth voice or student leadership development.
- Experience of monitoring, evaluation and data reporting.
- Experience of successfully working alongside a wide range of partners.

### **Skills and Abilities**

- Ability to inspire teachers, young people and senior leaders to embrace inclusive practice.
- Strong presentation and facilitation skills.
- Ability to plan and deliver high-quality programme delivery at scale.
- Empathy, patience and strong interpersonal skills.
- Ability to collaborate effectively with internal colleagues and external partners.
- Problem-solving abilities and a proactive, flexible approach.
- Competent IT skills with experience using MS Teams, Office and digital learning tools.
- Effective negotiation, influencing and relationship-building skills.
- Commitment to collaboration, teamwork and enabling shared leadership.
- Innovation, adaptability and a strengths-based approach to problem solving.
- Financial and business acumen to assess opportunities and maximise resources.
- Passionate about ensuring intellectual disability has a louder voice in Great Britain and ensuring our work reaches more individuals and families around GB.
- Live and breathe our Special Olympics GB values:
  - We have integrity and choose to include
  - We are kind and respectful
  - We laugh and have fun

- We are confident and brave
- Able to travel around UK and occasionally overseas.