**Job Details**

Job Title: **SPORT AND COMMUNITY ACTIVITY ASSISTANT**

Post Number: POST000325

Directorate: Environmental and Community Services

Section: Community Health & Wellbeing Development Team

Post Grade: Tier: 5, Grade: B

Responsible to the Sport and Physical Activity Coordinator

Responsible for Participants

**Job Purpose**

* + Deliver sport and community activity as required by the Council’s Community Health & Wellbeing Development Team.

**Main Responsibilities**

* Work in a team to deliver sport and community activity that is safe, enjoyable and meets the needs of the participants, as required by the Community Health & Wellbeing Development Team.
* Deliver activities in targeted areas of the borough including school holiday and community-based youth engagement activity.
* Deliver sport and community activity in accordance with health and safety policies and procedures.
* Maintain accurate records of participant attendance at sessions, and conduct evaluation of the provision on an ongoing basis. To provide written records / plans of activities provided.
* Develop and maintain effective and positive working relationships with hirer’s and partners to ensure participants are retained through high quality delivery programmes.
* Deliver the Council’s Services in accordance with the Corporate Plan and contribute to the achievement of the Council’s Vision and Priorities.

**Decision making**

**Financial Responsibilities**

**Key Contacts / Relationships**

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council’s Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Erewash Borough Council’s Equality and Diversity policies and practices in accordance with the Council’s policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council’s and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the Council’s employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council’s Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the Council’s Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council’s ICT Information Security Policy.

**Customer Care**

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council’s Customer Care and Equality Policies.

**Environmental**

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

**Produced by:**  **Community Health & Wellbeing Development Manager**

**Version: 2.0 – 22 February 2023.**

**Declaration**

I understand and accept the job duties and responsibilities contained in this job description.

Signed..................................................................... Dated............................

**PERSON SPECIFICATION**

**Job Title:**  SPORT AND COMMUNITY ACTIVITY ASSISTANT

**Post Number:** POST000325

**EXPERIENCE**

**Essential Criteria**

* Some experience of working in partnership and delivering activity in a range of environments including community settings. A/I

**Desirable Criteria**

* Experience of working with vulnerable & hard to reach groups. A/I
* Experience of delivering sport and physical activity with young people.
* Experience of monitoring and evaluating projects and programmes. A/I
* Experience of driving a long wheel based van A/I

**QUALIFICATIONS**

**Essential Criteria**

* Minimum of level 1 coaching qualification or equivalent or be willing to undertake the relevant qualification within the probationary period. A/I/D

**Desirable Criteria**

* Emergency First Aid qualification A/I/D
* NGB level 2 coaching qualification or equivalent. A/I/D
* Training related to safeguarding children and vulnerable adults. A/I/D
* Health and Safety training and Risk Assessment Awareness. A/I/D

**SKILLS & KNOWLEDGE**

**Essential Criteria**

* Good communication skills. A/I
* Ability to work with people and groups from diverse backgrounds and cultures. A/I
* Ability to work on own initiative and adapt sessions appropriately depending on the needs of the participants A/I
* Ability to inspire, motivate and encourage people through sport and community activity. A/I
* Be punctual and reliable. A/I

**Desirable Criteria**

* Working knowledge of a broad range of I.T. applications i.e. Microsoft Office suite of programmes. A/I
* Good administrative and organisational skills. A/I

**OTHER REQUIREMENTS**

**Essential Criteria**

* Willingness to work with young people aged 8 – 19 years. A/I
* Willingness and ability to work school holiday periods and undertake evening work. A/I
* Commitment to continued professional development. A/I
* Must be prepared to travel within Erewash to deliver mobile provision and have a full clean driving licence (insurance to include business at work). A/I
* To undertake an enhanced Disclosure and Barring Service check. D

**Desirable Criteria**

**ASSESSMENT KEY:**

*A* Application

*I* Interview

*T* Test

*D*  Documentation

**Date prepared: Prepared by:**

**February 2023** **Community Health & Wellbeing Development Manager**

**Version: 2.0 9 March 2023**