

Job Details

Job Title:	SPORT AND COMMUNITY ACTIVITY ASSISTANT
Post Number:	POST000325
Directorate:	Environmental and Community Services
Section:	Communications and Culture Service
Post Grade:	Tier: 5, Grade: B
Responsible to:	Community Health and Wellbeing Development Officer
Responsible for:	Participants

Job Purpose

- Deliver sport and community activity as required by the Council's Community Health and Wellbeing Development Team. Assist in the delivery and development of the Council's Wellbeing and Culture Service.
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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 and 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 hirers 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.
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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.

Safeguarding Children and Vulnerable Adults

All employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Safeguarding Lead. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.

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: Wellbeing and Culture Service Manager

Date: January 2024

Version: 1.0

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

Essential Criteria

- Minimum of level 1 coaching qualification or equivalent or be willing to undertake the relevant training. 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
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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 IT applications i.e. Microsoft Office suite of programmes. A/I
 - Good administrative and organisational skills. A/I
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OTHER REQUIREMENTS

Essential Criteria

- Willing 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 with Erewash to deliver mobile provision and have a full clean driving licence (insurance to include business at work). A/I
- To undertake and Enhance Disclosure and Barring Service check. D

Desirable Criteria

ASSESSMENT KEY:

A Application | I Interview | T Test | D Documentation

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