

## **Job Description and Person Specification**

### **Job details**

Job title: Active Communities Worker

Grade: NNC BAND 2 £27,254 - £27,694 – Pro Rata (Part Time)

Reports to: Active Families Manager

Responsible for: Casual Coaches / Leisure Assistants

Directorate and Service area: NNC Leisure Services – Active Communities – Active Families

Fixed Term 1 year – Part Time 20 Hours pw

### **Purpose of the job**

- To deliver quality sports and physical activities within North Northamptonshire during breakfast clubs, daytime, evenings, weekends and school holidays.
- To encourage participant development and progression through the activity sessions
- To consider the safety and wellbeing of participants and spectators at all times

### **Principal responsibilities**

1. To deliver sessions of sports, play and physical activity within the North Northants as directed.
2. To deliver quality sports and physical activity sessions taking the needs of all participants into consideration.
3. To undertake the necessary planning for each activity session to ensure that the course demonstrates progression throughout.
4. To inform the line manager of any accidents / incidents which occur whilst working on the programmes, and to inform the appropriate officer of any concerns which may arise.
5. To support and assist NN Active Communities staff and volunteers that work on the activity alongside your-self
6. To work with the NN Leisure team to develop and encourage progression of activities through from community to the club environment.
7. To display consistency high standards of behaviour in accordance with NNC code of conduct for sports coaches and leaders and to respect the rights of the participants and ensure that their wellbeing and safety is considered at all times.

8. To undertake monitoring and evaluation of sessions as required and support the Active Families Manager with reports for funders.
9. To understand and implement the North Northants Council's policies and procedures as they relate to the delivery of services to young people; in particular the Data Protection Act, GDPR, Health and Safety, Equal Opportunities and Safeguarding policies, and codes of conduct as they relate to coaches/instructors.
10. To undertake personal development training which will support the project's delivery in i.e. Coaching, First Aid, Mental Health, Health and Safety, Safeguarding
11. Ensure an excellent standard of customer care are implemented and maintained by always demonstrating North Northamptonshire councils core values. Customer Focused, Respectful, Efficient, Supportive, Trustworthy.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

### **Special features of the post**

Post holder will be expected to work to the requirements of the service, occasionally working outside normal working hours and usual places of work.

Post holder must be prepared to undertake training as required.

A valid driving licence and access to a car for work purposes is essential for this post.

This post will require satisfactory clearance of a Disclosure and Barring Service disclosure.

Must be able to:

- Manage the delivery of the Active Families programmes, including weekly sessions and annual Fundays.
- Complete all administration for the Active Families programmes, and other tasks as required.

- Ensure all planning and adaptations for sessions is undertaken and Casual staff are briefed and supported.
- Advertise and promote Active Families programmes and utilise social media, update Council webpages and support with development of evaluation reports and case studies.
- Undertake other duties relating to the Active Families programmes as required.

### **Miscellaneous**

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

This post will require satisfactory clearance of a Disclosure and Barring Service disclosure.

Working hours will include evening and weekend working which is inclusive of the pay grade. Working hours are negotiable to meet the needs of the service.

The post holder will be required to travel across North Northamptonshire

There may be occasions at some sites when the post holder will be lone working – Risk Assessment has been undertaken.

## Person Specification

| Attributes                             | Essential criteria   | Desirable criteria   |
|--|--|--|
| Education, Qualifications and Training | <ul style="list-style-type: none"> <li>• Good General education with recognised qualification in Maths and English GCSE grade C or equivalent</li> <li>• Level 2 qualification in a relevant subject or equivalent experience</li> </ul>   | <ul style="list-style-type: none"> <li>• First Aid Qualification</li> <li>• Safeguarding Qualification trained</li> <li>• Coaching Qualifications Levels 1, 2 or above</li> <li>• Working with the disabled or equivalent training</li> </ul>  |
| Experience and Knowledge               | <ul style="list-style-type: none"> <li>• Experience of working with children in a sport or recreation setting</li> <li>• Experience of organising and delivering structured sessions and activities</li> <li>• Experience of assisting with coaching sessions of various abilities</li> <li>• Knowledge of Health and Safety</li> <li>• Experience of collating records and paperwork</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of Mentoring / tutoring other coaches</li> <li>• Experience of working with the community in a sports setting</li> <li>• Cash handling experience and administration skills</li> <li>• Experience of working with the Disabled</li> <li>• Experience of working in partnership with other organisations</li> <li>• Experience working with families</li> </ul> |
| Ability and Skills                     | <ul style="list-style-type: none"> <li>• Good written and Oral communication skills</li> <li>• Ability to work under own initiative or as part of a team</li> <li>• Positive approach to personal development</li> <li>• Highly motivated with good team working skills</li> </ul>   | <ul style="list-style-type: none"> <li>• Good knowledge of IT processes and good administration skills</li> <li>• Be able to communicate with a wide range of people from different backgrounds and ages</li> </ul>  |

| Attributes          | Essential criteria  | Desirable criteria |
|---------------------|---|--------------------|
| Equal Opportunities | <ul style="list-style-type: none"> <li>• Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>   |                    |
| Additional Factors  | <ul style="list-style-type: none"> <li>• Full driving licence and access to own transport or ability to travel within North Northamptonshire.</li> <li>• Ability to work regular evenings and weekends and occasional bank holidays.</li> </ul> |                    |