

Job Description and Person Specification

Job details

Job title: Active Communities Officer – Children and Young People

Grade: £ (37 hours full time)

Reports to: Leisure Manager – Active Communities

Pay Scale: Scale 5 NNCSCP11 to NNCSCP13 £34,434 to £36,363

Responsible for: Active Communities Assistants, Casual Leaders, Coaches and Volunteers

Directorate and Service area: Communities & Leisure – NNC Leisure Services

Permanent Full Time

Purpose of the job

- To support with the delivery of the NNC Active Communities Strategy and programmes, to encourage more North Northamptonshire residents to participate in physical activity, make positive lifestyles changes and create regular long-term participation to improve their health, mental and physical wellbeing.
- To manage the delivery of North Northamptonshire sessions and programmes (focused on Children and Young People) of physical activity, sport and play to ensure there are a variety of opportunities for the community to be active and move more.
- Provide advice and support to sport clubs and other partner organisations to help deliver more opportunities for the community to take part in physical activity and improve their wellbeing.

Principal responsibilities

1. 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.
2. Support with the delivery of the NNC Active Communities strategy through delivery and programmes to ensure opportunities are provided for the community to move more and be active.
3. Organise and deliver activity programmes of sport, play and physical activity within North Northamptonshire focused on Children and Young People across North Northants.
4. Manage, mentor and develop the team of casual coaches, leaders, instructors and volunteers who deliver sessions and ensure that they fulfil the requirements of their post.
5. Write and develop reports as required for projects and support with the evaluation, monitoring and updates for programmes as required.
6. Assist with the administration and delivery of NN Leisure Active Communities events such as the NN Active Communities Awards, NN Active Families Fundays, Campaign Days, Tournaments/Competitions and Special Events.
7. Support local sports clubs and physical activity organisations by providing advice and support for funding, training and governance.

8. Lead and support physical activity and coaching sessions within the community.
9. Liaise with Sports Governing Bodies, Education, Sports Clubs and other partner organisations to promote Active Communities.
10. Complete budget planning for services delivered, seeking sponsorship or external funding opportunities as required.
11. Create and manage Active Communities programme promotion and marketing including branding designs, leaflets, posters, website pages, social media, press releases, and radio adverts.
12. Support with the development of community training programmes including Sports Leaders, Dance Leaders, NGB courses, Coaching development training courses, First Aid, Safeguarding etc.
13. Ensure that all Health and Safety, Safeguarding and GDPR procedures are in place and adhered to within the Active Communities programme including participant forms, risk assessments, insurances, accident reporting procedures.
14. Undertake personal development training which will support programmes and project delivery i.e. Physical Activity, Coaching, First Aid, Mental Health, Health and Safety, Safeguarding

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.

Specific Responsibilities

- Organise and deliver Active Communities programmes and projects across North Northamptonshire focused on children and Young People Across North Northants.
- Manage the team of Active Communities casual leaders, coaches, instructors and volunteers.
- Undertake programmes and projects administration, budgets, reports, monitoring and evaluation as required.
- Undertake other duties relating to Active Communities strategy and 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 may 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	<p>Level 4 or equivalent Qualification in Health, Sport or Recreation</p> <p>Coaching / Instructor qualification Level 2 or above in one or more sport / physical activity discipline</p> <p>Safeguarding Qualification or equivalent experience</p>	<p>Tutoring or Mentoring qualification</p> <p>First Aid Qualification</p> <p>Health and Safety Qualification</p>
Experience and Knowledge	<p>Experience of working with young people and adults within the Health and Wellbeing or Sport and Leisure Industry</p> <p>Proven track record of managing and delivering successful community programmes of physical activity or sport.</p> <p>Experience of managing a small team and proven track record of motivating and supporting others</p> <p>Understanding of securing funding applications through to delivery</p> <p>Experience of creating written reports and monitoring and evaluation data</p> <p>Experience of tutoring/mentoring others</p>	<p>Experience of running events/tournaments and competitions</p> <p>Budget Management experience</p>

Attributes	Essential criteria	Desirable criteria
	<p>Experience in project marketing and advertising</p> <p>Knowledge of Health and Safety issues, in particular in working with the public and the delivery of activity sessions</p> <p>Experience of working with the community and with different groups and organisations</p> <p>Experience of providing management support</p> <p>Good understanding of Safeguarding participants and others</p>	
Ability and Skills	<p>Ability to work under own initiative to set targets, co-ordinate and plan programmes and projects as required</p> <p>Be highly motivated, have proven people skills and be able to manage and support a team</p> <p>Able to clearly communicate with others</p> <p>Ability to work well within a team and be able to work unsupervised when required</p> <p>Be a strong advocate for the positive benefits of being active and improve their wellbeing</p> <p>Ability to problem solve, adapt and be creative</p> <p>To be able to work to deadlines and manage time effectively</p>	Ability to create and manage online social media promotional marketing

Attributes	Essential criteria	Desirable criteria
	<p>Strong IT skills and be proficient in using Microsoft Office i.e Word, Excel, Powerpoint</p> <p>Ability to create a high standard of written reports, presentations and monitoring and evaluation data</p>	
Equal Opportunities	<p>Flexibility in duties when necessary to support the strategic aims and priorities of the Council and to meet the needs and demands of the service</p> <p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>	
Additional Factors	Full driving licence and access to own transport or ability to travel within North Northamptonshire predominantly in North Northants	