



Job Description

Service:	One Leisure Active Lifestyles
Job title:	Sports Activity Leader
Grade:	C
Hours of work:	18.5 hours
Responsible to:	Activity Coordinator (Children & Young People)
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	N/A

Purpose of Post:

To work as part of a team to lead and support the delivery of sport and physical activity sessions for children, adults and disability groups over the summer holidays. Always ensuring the safety of participants. To provide the highest standards of customer service to all and the participants within the programmes you will be delivering on. Motivating and encouraging people to participate and enjoy being physically active.

Key Deliverables:

1. Maintain a high degree of customer care whilst dealing and communicating with the parents, children, participants, carers, staff and stakeholders at all times and monitor and maintain the safety and welfare of these within the Leisure Centres and in community settings. Ensure the correct behaviour and use by customers of One Leisure and community facilities.
2. To support and deliver safe, fun, and creative sport, play and physical activity sessions for a wide range of user groups including young people, adults and disabled people of all ages.
3. To assist external and internal coaches/instructors with sport, play and physical activity programmes for participants.
4. To be responsible for: supporting the Active Lifestyles team in the safe delivery of activities; following procedures regarding the safety of participants (including young people and disabled people)
5. Where required, to ensure administration is carried out accurately and timely with registers, participant forms and questionnaires.
6. To administer First Aid as appropriate (where qualifications allow).
7. To operate within set procedures and guidelines with particular attention to the Safeguarding Policy and appropriate Operating Procedures and Risk Assessments.
8. To perform such other duties as may be reasonably required from time to time.

This job description is intended as a guide to the range of duties involved. The post holder will need to be flexible and adaptable to respond to other duties that may be required from time to time and the changes and developments within HDC.

Special Conditions

1. The hours of work will include weekdays, weekends, evenings and occasionally Bank Holidays. At the Active Lifestyles Management team's discretion these shifts may change to meet the changing demands of the service.
2. Maintain current membership of appropriate Governing Bodies of all sports related coaching activities.

3. The post holder will be required to undergo First Aid, Safeguarding and other essential training.
4. A requirement to complete an enhanced Disclosure and Barring Service (DBS) check.
5. The post holder will be required to always wear a uniform whilst at work.

<p>Knowledge and Qualifications</p>	<p><i>Essential</i></p> <p>A proven knowledge of sport, play and physical activity programmes.</p> <p>A knowledge of / or training in Safeguarding and Child Protection procedures.</p> <p>A minimum of one Level 1 National Governing Body of Sport Qualification or equivalent.</p> <p>GCSE's including English and Maths to at least Grade C.</p> <p><i>Desirable</i></p> <p>An understanding of the health and safety issues affecting the provision of activities for all user groups.</p> <p>Community sports leaders qualification / Duke of Edinburgh Award or equivalent.</p> <p>Relevant recognised CPD (e.g. Coaching Disabled Performers/Multi-Skills).</p> <p>A recognised sports, leisure or related qualification to at least Level 2.</p> <p>Appointed Persons First aid qualification (current).</p>
<p>Experience</p>	<p><i>Essential</i></p> <p>Able to display a proven record of assisting, leading or supporting activity sessions.</p>

	<p>Desirable</p> <p>A background of working with a range of groups delivering sport and physical activity, for example children and young people, older adults and disabled people.</p>
<p>Skills and Abilities</p>	<p>Essential</p> <p>Evidence of team working.</p> <p>Evidence of excellent communication and interpersonal skills.</p> <p>Ability to lead and motivate user groups.</p> <p>Experience of working unsupervised and using own initiative.</p>
<p>Decision Making and Impact on Others</p> <p>Although working in a framework some degree of making judgements will be necessary, particularly in relation to service delivery issues.</p> <p>Staff are working at various sites without immediate supervision or line management therefore decisions must be taken routinely regarding the safe operation of activities e.g. ratios of staff to young people, wet weather, unsafe equipment etc.</p>	
<p>Communication with Internal and External Customers</p> <p>Contacts (80% External, 20% Internal)</p> <p>External:</p> <p>Participants and Customers / Sports Club Officials, Members and Coaches / School Teachers / Parents and Carers / Care Setting Staff and Volunteers / Service Providers / Facility and Venue Operators and Caretakers / Members of the Public.</p> <p>Internal:</p> <p>Active Lifestyles Team / Volunteers / One Leisure Facilities staff / Countryside & Park Staff / Community Development staff</p>	
<p>Personal Attributes and Other Requirements</p> <p>Approachable Adaptable Reliable Enthusiastic Passionate for sport and physical activity</p>	

Role Model
High Work Ethic
Valid Driving Licence

HDC values



The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.

Inspiring: We have genuine pride and passion for public service; doing the best we can for customers matters to us all.

Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.

Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.

Respectful: We respect people's differences and are considerate to their needs.

Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.

Complexity and Creativity

- ◆ Assist with the research, design and preparation of programmes and activities.
- ◆ Ensure all appropriate regulations and national standards are adhered to.
- ◆ Adapt to the demands of the service on a session by session and day by day basis.
- ◆ Maintain high levels of concentration.
- ◆ Deal with customer comments, complaints and queries.

- ◆ Follow management development and training.
- ◆ Ability to solve day to day operational problems.
- ◆ Understanding the impact of own performance on One Leisure Active Lifestyles performance.
- ◆ HDC Disclosure & Barring Service Enhanced Check required.

Judgement and Decision Making

- ◆ Ability to build relationships with customers and staff.
- ◆ Report any issues of concern to Line Manager according to the HDC Child Protection Policy, Ofsted National Standards and the Early Years Foundation Stage.
- ◆ Knowledge of when to seek advice from relevant sources.

Safeguarding and promoting the welfare of children and young people/vulnerable adults.

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults.
- Demonstrates understanding of safeguarding issues.
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda.
- Can demonstrate an ability to contribute towards a safe environment.
- Is up to date with legislation and current events.
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children.