

NUNEATON & BEDWORTH LEISURE TRUST ROLE DESCRIPTION

Role Title:	Volunteer Youth, Community & Schools Assistant - Disability
Primary Location:	Various
Responsible to:	Disability Inclusion Sports Coordinator

JOB PURPOSE

- To assist the Youth, Community & Schools team in its running of disability sessions
- To assist the lead coach in delivering fun, structured coaching sessions as appropriate to the participants.
- To assist in supporting children with additional needs to join in and participate in activities.

NBLT STANDARDS

All employees are required to apply the NBLT standards in their role.

1. To assist in delivering NBLT's Business Plan and performance targets.
2. To adhere to all NBLT policies and operating procedures.
3. To assist in fostering a creative and open environment within the Trust, where employees feel supported, involved and consulted sharing information with others, showing mutual respect.
4. To respond positively to change, trying out new ideas, where possible making use of the technology available to improve service delivery.
5. To ensure that the highest level of customer service is provided and that customer satisfaction is maintained. This includes:
 - (a) Treat customers better than they would expect to be treated themselves;
 - (b) Always approach the customer in a friendly and professional manner. Welcome them with a smile; be helpful and informative;
 - (c) Ensure you, your area and your site are always presentable.
6. As well as point 5 above, to act at all times in accordance with the Standards for your particular area of work.
7. To carry out all the work within the spirit and intention of equal opportunities.
8. To work in accordance with the Health and Safety at Work etc. Act

1974.

9. To undertake personal development commensurate with the duties and responsibilities and development of the role.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. To assist lead coaches for the planning of fun, structured coaching sessions as appropriate to the participants.
2. To ensure that all sessions/activities are delivered in a safe environment with due regard to health and safety recommendations.
3. To ensure that, wherever needed, the activity reflects within each session progressive development.
4. To demonstrate knowledge and reporting of accident, incident and emergency procedures & the NBLT's Safeguarding policy.
5. To be responsible for the care of sports equipment.
6. To be aware of and promote exit routes for participants whenever possible.
7. To act as a positive sporting role model at all times for both participants and other coaches.
8. To undertake a role of a volunteer youth, community and schools assistant.
9. To actively promote the work and image of NBLT, by always maintaining high standards of personal appearance and adopting a friendly professional approach to the public.
10. To wear appropriate uniform and ID badge at all times
11. Ensure at all times confidentiality/ data protection legislation of all clients is maintained.
12. Assist in the delivery of holiday activity programmes.
13. To work with individuals of all abilities without judgement, discrimination or prejudice.

SPECIAL CONDITIONS:

1. Subject to satisfactory completion of an Enhanced DBS disclosure.
2. Required to work irregular hours and weekends as the post requires.
3. Required to attend 2 compulsory employee training sessions annually.

PREPARED BY:	Disability Inclusion Sports Coordinator
DATE PREPARED:	11/02/2020
AGREED BY POSTHOLDER:	

Review Arrangements

The details contained in this role description reflect the content of the role at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, NBLT will expect to review this role description from time to time and will consult with the post-holder at the appropriate time.

Person Specification

Volunteer Youth, Community & Schools Assistant

NOTE TO APPLICANTS

Whilst all criteria on the specification are important, those marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence and examples of meeting them. Failure to do so may mean that you will not be invited for interview.

Category	E/D	Criteria Indicate E (Essential) or D (Desirable)	Method of assessment
Experience	E	Experience of working with children and young people.	2 & 4
	E	Experience of working with a group of children and young people with different abilities.	2 & 4
	D	Previous experience of working in a Playscheme setting or similar.	2 & 4
	D	Experience in working with children and young people in community based activities.	2 & 4
Qualifications/ Attainments	D	First Aid Qualification	5
	D	Recognised Safeguarding qualification	5
Knowledge, Skills and Abilities	E	Be able to demonstrate a knowledge of games/activities for children aged 4 – 11 years.	2 & 4
	D	Experience and ability of organising a wide variety of activities for children and young people.	2 & 4
Personal Qualities	E	High degree of motivation and personal enthusiasm.	2 & 4
	E	Ability to work on own initiative as well as within a team.	2 & 4
	E	Have a positive attitude and be adaptable to change.	2 & 4
Other Factors	E	Subject to an Enhanced DBS check	5
	E	Must have an excellent attendance record	5

Method of Assessment

1= test (psychometric, pool, practical)

2= application form

3= exercise (computer, in-tray, written)

4= interview

5= documentary evidence (e.g. certificates, references, portfolio)

6= presentation

