

**POST TITLE**     **Apprentice – Sports Development**  
**GRADE**         **Apprentice**  
**DATE**           **June 2023**

**The postholder will require an Enhanced Disclosure from the DBS**

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**RESPONSIBLE TO**             Active4Today Management

**LIAISON WITH**               Existing and potential customers, suppliers, agency staff, Active4Today staff and colleagues, National Governing Bodies, corporate partners, schools, colleges, clubs, organisations

**PURPOSE OF JOB**             To support and assist in the promotion and delivery of sports development opportunities and initiatives throughout the District.

To communicate to clubs and hirers of A4T and Partner sites and support the block booking process.

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**MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES**

1. To assist team members, in the delivery of projects, initiatives and campaigns that will increase participation in physical activity, including corporate roadshows and health events, community events and new opportunities for target groups.
2. To promote the benefits of volunteering and leadership by assisting in the co-ordination and delivery of a district wide sports leadership training programme.
3. To support the co-ordination of school holiday schemes.
4. To assist with the ongoing management and promotion of the Sports Grant Aid Scheme.
5. To support projects in identified target areas and work with partners to increase opportunities for physical activity.
6. To support the programming team to promote facilities available and assist in the booking process for clubs and hirers.
7. To ensure the Health & Safety at Work Act 1974 and Children’s Act 2004 is operated in respect of keeping yourself, colleagues and customers fully aware of health and safety implications in the building.
8. To ensure you are aware and abiding by the Safeguarding Policy of Newark & Sherwood District Council, adopted by Active4Today.
9. To attend regular training and updates to ensure awareness of current training methods.
10. Be aware of health and safety regulations such as Health and Safety at Work Act 1974, COSHH and Manual Handling.
11. Report any faults to the Operations manager and complete all relevant paperwork.

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Special Features

1. A uniform is provided and must be worn.
  2. Once obtained qualifications must be kept up to date
  3. Discounted access to the Company Activo/Xperience membership packages
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**HEALTH AND SAFETY**

You will uphold the Company Health and Safety Policy and amendments made thereto by the Company and comply with all relevant health and safety legislation.

**RISK MANAGEMENT**

Active4Today is committed to the effective management of risk. It is the responsibility of all employees to carryout their duties and responsibilities with adequate regard for risk management, as outlined within the Company Risk Management Strategy and Policy.

**SAFEGUARDING**

The Company has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of Active4Today, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

**EQUAL OPPORTUNITIES**

You will uphold the Company Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

**TRAINING**

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

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This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of any individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Company will expect this Job Description to be subject to revision.

Active4Today and Southwell Leisure Centre Trustees are committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Human Resources Section in the first instance.

Signature of Postholder ..... Date .....



## PERSON SPECIFICATION

**POST TITLE**     **Apprentice – Sports Development**

**DATE**             **June 2023**

FACTOR	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<p>ESSENTIAL: National Governing Body Level 1 Sports Coaching Award</p> <p>DESIRABLE: GCSE Grade 4 or above in English and Mathematics or equivalent</p> <p>DESIRABLE: Level 2 apprenticeship (or equivalent) in sports related subject</p>	All assessed on application form, interview and references
JOB RELATED SKILLS	<p>ESSENTIAL: IT skills including Microsoft 365</p> <p>ESSENTIAL: Experience of working within the sports and leisure industry</p> <p>DESIRABLE: Knowledge of current sports development projects and initiatives</p> <p>DESIRABLE: Experience of working with hard to reach communities</p> <p>DESIRABLE: Knowledge of the barriers to participation including health inequalities, cost, disability, rural isolation.</p>	All assessed on application form, interview and references
PERSONAL ATTRIBUTES	<p>ESSENTIAL: Ability to:</p> <ul style="list-style-type: none"> <li>Communicate verbally and in writing</li> <li>To work unsupervised</li> <li>To work as an effective team member</li> <li>To use initiative to achieve tasks</li> <li>To work in challenging situations and to tight deadlines</li> <li>Enthusiasm and a willingness to tackle a wide variety of tasks</li> </ul>	<p>All assessed on application form, interview and references</p> <p>All assessed on application form, interview and references</p>
WORK CIRCUMSTANCE	<p>ESSENTIAL: To be available to work out of hours on departmental special events and promotions</p> <p>To be flexible on working hours</p> <p>To hold a current driving licence - for any disabled applicants, suitable alternative arrangements can be agreed, if necessary</p>	All assessed on application form, interview and references
INTERESTS	<p>ESSENTIAL: A genuine interest in sport, leisure and physical activity</p>	Assessed on application form, interview and references

### **The Company operates a No Smoking Policy**

N.B. The above specification defines the minimum essential requirements of the job, but Active4Today will have regard to the Disability Discrimination Act and will make "reasonable adjustments" to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the short listing stage.

**Active4Today Ltd**

Registered Office: Newark Sports and Fitness Centre, Lord Hawke Way, Newark, Nottinghamshire, NG24 4FH  
 Company Registration Number: 9477018. A company registered in England and Wales. VAT Registration Number: 210 5701 61