

POST TITLE **Inclusion and Engagement Officer**
GRADE **NS7**
DATE **JUNE 2023**

The postholder will require an Enhanced Disclosure from the DBS

RESPONSIBLE TO Active4Today Management

LIAISON WITH Existing and potential customers, councillors, partners, contractors, suppliers, agency staff, Active4Today staff and colleagues, Schools and Academies, Inclusion Support Services and Teams, Charities, Service Providers, Community Associations, Voluntary Bodies and clubs, Sports Coach UK, Governing Bodies of Sport, Trade Representatives, Sport England and County Sports Partnership, local business and media.

PURPOSE OF JOB To support, manage, train and assist people to become more active by developing and improving opportunities for participation, both as a participant and a coach, volunteer or leader.

MAIN DUTIES & RESPONSIBILITIES

1. To take the lead on inclusive opportunities including those with a disability, females and activity provision in deprived areas within the district on behalf of the Company.
2. To work as part of a wider programming team to lead and develop a programme of holiday activities for children and young people that are inclusive and accessible.
3. Work with external organisations including district based sports club to increase physical activity levels and apply for funding as needed to ensure sessions are sustainable past the initial delivery period.
4. To work with partners using national and local campaigns and develop new initiatives to increase physical activity levels for target groups in the centres and wider community settings.
5. To assist with workforce development – including the promotion of the VISPA scheme and traineeships and recruitment, deployment, induction and training of tutors, coaches and instructors.
6. To support the administration and promotion of Active4Today's Grant Aid Scheme and supporting local clubs and individuals to make applications and ultimately, enable more people to be physically active.
7. To support the aims and performance measures of the Company
8. Ensure compliance with the Company policies, procedures, standards and regulations.
9. Undertake such other duties as may be appropriate to achieve the objectives of the post or assist the Company in the fulfilment of its objectives and commensurate with the postholders salary, grade, abilities and aptitudes.
10. Report any faults to the Managing Director and Active4Today Board as required.

Special Features

1. A uniform may be provided and if so must be worn.
 2. 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 carry out 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.

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

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FACTOR	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	ESSENTIAL: NVQ Level 3, Sport & Recreation or equivalent ESSENTIAL: Sports Related including NGB Sports Coaching Awards (minimum one Level 2 award) DESIRABLE: First Aid at Work Certificate DESIRABLE: Degree in Sport, Leisure or Recreation	All application form
JOB RELATED SKILLS	ESSENTIAL: IT skills including Microsoft Word, Excel, Publisher and website design and development ESSENTIAL: Knowledge and awareness of the barriers and potential solutions for participation in sport and physical activity for target minority groups ESSENTIAL: Experience coaching development, mentoring and coach education pathways ESSENTIAL: The ability to prepare reports for management and partners ESSENTIAL: An understanding of the sports and leisure Industry including club development and coaching pathways and national initiatives ESSENTIAL: Experience of working with a range of local voluntary, private and statutory organisations DESIRABLE: Awareness of effective marketing and promotion DESIRABLE: Awareness of health inequalities and issues	Application form Application form and interview Application form and interview Application form and interview
PERSONAL ATTRIBUTES	ESSENTIAL: Ability to: - Communicate verbally and in writing to senior officers or organisations - To work unsupervised - To work as an effective team member - To use initiative to achieve tasks - To work in challenging situations and to tight deadlines ESSENTIAL: Enthusiasm and a willingness to tackle a wide variety of tasks	All assessed on application form, interview and references
WORK CIRCUMSTANCE	ESSENTIAL: Be available to work out of hours on departmental special events and promotions ESSENTIAL: To be flexible on working hours and days ESSENTIAL: Must be able to travel within the district for any disabled applicants, suitable alternative arrangements can be agreed, if necessary	All application form
INTERESTS	ESSENTIAL: A genuine interest in sport, leisure and physical activity	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.