**Job Details**

Job Title: **Youth Activity Leader**

Section: Sports Coaching and Youth Engagement

Responsible to: Youth and Communities Development Manager

Responsible for: Participants

Pay grading: £11 - £12.87 per hour

Contract: Casual

Contract Duration: 12 months rolling

Parkside High CIC are a local grassroots Youth Organisation based in Ilkeston, Derbyshire. We offer a range of activities, support and alternative learning opportunities for Children & Young People aged 8 to 18+

Our mission is to inspire, encourage and support young people to unlock their inner potential and achieve success.

Young people access the project to learn new skills whilst having fun and building new relationships. We deliver programmes in…. Sport +Physical Activity +Youth Leadership + Outdoor Adventure + Forest Schools + Multi-Media +Art & Music + Volunteering

Parkside High deliver programmes across The Borough of Erewash and the wider area of Derbyshire and Nottinghamshire. We are based at The POD Youth & Community Centre in Ilkeston and have a 2nd Site – Garden61 Youth & Community Allotment.

**The Role**

We have an exciting opportunity for a Youth Activity Leader to join our growing organisation. The role will focus on the direct delivery of activities to young people in a community setting, either based at the POD in Ilkeston or other venues in the borough. You will use Sport and Physical Activity as a tool to engage with young people in a safe and positive environment. Planning, delivering and evaluating sports sessions with an open and informal approach that is comfortable and inclusive to all local young people of different skills, abilities and backgrounds.

You will act as role model to young people, supporting them with social skills, building friendships groups and encouraging active lifestyles.

You will have the opportunity to be creative and contribute to the design of a vibrant community sport programme in this position, in line with the aims of the project.

The post will guarantee no hours per week and be taken as casual employment on a fixed one-year contract, on a rolling basis depended on funding. These will be flexible working hours with a requirement of evenings and some weekends where required.

**Main Responsibilities**

* To engage with children and young people through a variety of sports and positive activities.
* To plan, deliver and evaluate focussed activities sessions, designed to engage with young people in a community setting
* To establish positive and interactive relationships with young people in group and one-to-one settings.
* To be responsible for carrying out risk assessment before and during sessions, with the aim of providing a safe space for participants
* Ensuring all administrative duties such as Risk Assessments, registers and evaluation form are completed within required time-lines and stored correctly, in line with Data Protection requirements
* To help young people develop life skills and accomplish specific goals, helping them improve their mental health and well-being, predominantly through the medium of sport and physical activity.
* Responsible for the health and safety of yourself, staff and young people within your care during activities.
* Effectively safeguard young people under your supervision. Following PSH and always following safeguarding policy and procedures.

**Essential**

* Some experience in the delivery of youth activities in a Youth Work or Community Sport environment
* Ability to engage with young people on a level that brings the best out of them and supports positive change
* Personal commitment to addressing the needs of the most vulnerable young people in the borough.
* A positive, outgoing and fun approach to working with young people
* Experience of carrying out basic admin duties
* Good organisation skills and time management
* Current driving licence
* Ability to lead and plan sessions, take the initiative and create exciting and innovative sessions
* A passion to improve the lives and raise aspirations of local young people
* Knowledge and experience of safeguarding with additional training to be provided.
* First aid qualified

**Desirable**

* Knowledge and understanding of issues and trends relating to young people
* Experience of using sports coaching or fun group activities to engage with young people
* Skills in Youth Work
* Experience in Sports Coaching and/or health and well-being initiatives
* Experience in mental health and wellness
* Experience of working in a Community Setting
* Ability use social media to promote sessions and positive opportunities

**STANDARD CLAUSES**

**Health and Safety**

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Parkside High CIC’s Health and Safety Policy, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the organisation or provided or issued by a third party for individual or collective use in the performance of your duties.

**Equality and Diversity**

You will uphold Parkside High CIC Equality and Diversity policies and practices in accordance with the organisational policy and Equality Scheme. Parkside High CIC will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

**Training**

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Parkside High CIC and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

**Performance Management**

You will ensure compliance with the organisations employee performance standards and take the appropriate action to address issues that may arise. You will comply with the organisations KPIs and targets to ensure that all information you are responsible for is accurate, complete, up to date and fit for purpose.

**Confidentiality**

You will comply with and/or ensure compliance with the organisations Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in Parkside High CIC GDPR Policy

**Customer Care**

You will promote and deliver fair and high-quality customer care services that are sensitive and responsive to clients/service users and in accordance with Parkside High’s Aims and Objectives.

**Environmental**

Parkside High CIC are committed to protecting the environment and reducing its carbon emissions.  It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for Parkside High CIC.

**Disclosure and Barring Checks**

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

**Other Duties**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.