

Active Communities Network	JOB DESCRIPTION
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POST DETAILS

Job Title	Lead Youth and Sport Activity Worker
Location:	Southwark and Lambeth, London
Salary:	£26,000 per annum based on working 36 hours per week
Hours:	36 hours per week
Contract Term:	2 year fixed term with possible extension subject to external funding

JOB SUMMARY

We are looking for a highly motivated **Lead Youth and Sport Activity Worker** who understand and believes in the value that youth work, sport and positive activities can add to people and their communities.

You will play a crucial role in the implementation of Active Communities Network's (ACN) delivery strategy. The central focus of the role includes co-ordinating and delivering a diverse range of youth projects which use sport and positive activities to engage young people. The projects work with children, young people, and young adults across Southwark and Lambeth.

The successful applicant will have key responsibilities around programme development and face to face delivery with children, young people and young adults whilst ensuring they are engaged in projects that are developmental, innovative and meaningful.

DUTIES AND ACCOUNTABILITIES

- Develop relationships and communication channels with young people.
- Co-ordinate and deliver sports and positive activity-based youth sessions including programme planning, monitoring, and ensuring they are delivered to the highest standard.
- Deliver sessions/workshops aimed at improving young people's knowledge and understanding of relevant issues.
- Supervise a team of sessional coaches and volunteers ensuring all sessions are staffed appropriately and staff are supported to deliver needs led sessions.
- Effectively monitor and evaluate activities, sessions and projects using technology platforms to maintain accurate records and produce timely reports.
- Develop and deliver community projects.
- Promote and encourage empowerment within all sessions.
- Promote and publicise the project to the community.

- Ensure the maintenance of internal electronic and hard copy information systems that record relevant outcomes and support the requirements of funders and partners.
- Ensure compliance with ACN policies in relation to safe-guarding, health and safety, equal opportunities, and working with volunteers and young people.
- Carry out all administrative tasks relating to delivery including provision of paperwork, monitoring and filing debriefs, reviewing and authorising timesheets as well as ensuring the ACN System is updated consistently and in a timely manner.
- To work with partners to identify and promote volunteering and development opportunities for participants and external volunteers and record progress of these developments. A culture of volunteering and project support should be encouraged with all participants.

OTHER RESPONSIBILITIES

- Work flexibly where appropriate on evenings, weekends and during school holidays to ensure full and supportive delivery of the programme.
- Undertake training in order to develop work related skills and knowledge.
- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of the organisation.
- Work with due regard for ACN core values and objectives.
- Ensure the effective implementation of, and adherence to ACN's Equal Opportunities and Health and Safety policies and procedures.

Active Communities Network	PERSON SPECIFICATION
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Job title: **Lead Youth and Sport Worker**

Qualifications:

Essential

- A minimum of a Level 1 recognised national coaching badge in any sporting field.
- A minimum of a Level 2 accredited youth work qualification or equivalent

Experience / Knowledge:

Essential

- A minimum of 2 years' experience of working in youth work or community coaching
- Previous experience of supervising sessional coaching staff or volunteers in a youth work or sport setting
- Previous experience of face to face activity delivery, working with children and young people (aged 10 plus) both in groups and individually.
- Experience of planning and delivering sports sessions, arts activities or targeted personal development programmes
- Experience of supporting young people who are disaffected, underachieving and / or have social or emotional barriers to participation.
- Experience of working in a team and alongside volunteers
- Experience of working with challenging young people
- Understanding of the principles of working with children and young people
- Understanding of issues affecting young people's lives
- Knowledge of health and safety, diversity awareness and safeguarding best practice and how these relate to children and young people.
- Previous experience of planning and organising off-site activities including trips

NB: Criteria may be enhanced to assist with shortlisting.

Skills and abilities

Essential

- Excellent written and verbal communication skills

- Strong commitment to children and young people and an ability to engage and build positive relationships with all young people, including disengaged and disadvantaged young people
- Ability to develop good professional relationships with children, young people and adults
- Ability to work with young people to develop their social education by providing programmes of activities, services and facilities that are fun and enable young people to develop
- Ability to coach, encourage, motivate and provide reliable support to children and young people
- Confident in managing a group of children and young people
- Ability to deliver high quality activity programmes with children and young people who face social exclusion, disadvantage and disaffection

Personal Qualities

Essential

- Positive and enthusiastic
- Punctual and reliable
- Commitment to personal and professional development
- A flexible attitude to work and a willingness to perform a variety of duties to ensure an efficient and effective service

Additional Information

- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
- 6 months probationary period / extendable on performance and funding secured
- Full Valid Drivers Licence and access to a vehicle, or other means of transport to meet the travel requirements of the job