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| **JOB DESCRIPTION** | |
| Job title | **Part time Sports and Volunteer inclusion Worker** |
| Organisation | St Matthews Big Local Leicester (SMBLL) |
| Job Details | Hours per week 25 (flexibility essential). Applicants will be expected to work 5 days a week including evening and weekends.  Hourly rate £12.15. 12 Month fixed term contract.  Closing date: Friday 17th January 2020. |
| Main purposes of job | To increase opportunities for local residents to coach, work or volunteer in a sport or physical activity related field.  To increase the participation of our majority BAME population, in particular young women.  Good coaching has enormous benefits for both the people who take part and the people doing the coaching. Your role will be to inspire people to get active and stay active, ensuring good coaching is for everyone. You will seek to unleash the power of coaching for people wishing to take their first steps to become more physically active. We want everyone in our community to benefit from your support.  Volunteers are vital in sport and we want to put the experience of volunteers at the heart of our efforts ensuring sports and physical activities welcomes everyone – meets their needs, treats them as individuals and values them.  The post holder will work at our new Multi Use Games Area and Cruyff Court and at St Matthews House.  IF additional funding is secured then there will be an opportunity to work increased hours, where, under the direction of the Charity Manager and Board of Trustees you will be responsible for the day to day management of the site. The post holder may then become the primary contact for all enquires relating to the Multi Use Games Area and will manage a timetable and diary of external booking.  You will supervise and support a sessional worker, you will recruit and support a team of local volunteers who will assist in delivery of sporting sessions.  The role will be predominately based outside.  You will manage a varied timetable of sporting activities with a minimum of 10 sessions a week. The sessions will either be delivered in house or by local partners.  You will seek to deliver a wider range of sporting and physical activities at the Multi Use Games Area and you will have a broad skills and flexibility to be able to deliver these sessions.  Sessions will be delivered at key times as outlined by the community and the applicant must be willing to work evenings, weekend and school holidays.  From the delivered sessions you will seek to identify up to 20 volunteers from our communities and support them to attend a volunteer programme or training for a professional sport coaching qualifications and support them to achieve future employment opportunities.  You will support the delivery of our Big Local vision in particularly - where we celebrate diversity, talent and creativity and where everyone can reach their full potential.  You will have experience of increasing sports inclusion for women and BAME communities, particularly Muslim women and an understanding of barriers they face when becoming involved in sport.  You will have a thorough understanding of the local community.  You will be responsible for consultation, engagement and collecting and evaluating data ensuring programmes are delivered successfully within the scope of targets set.  You will be responsible for ensuring all targets are met for the delivery of programmes ran at the facility.  You will be responsible for health and safety at the site, risk assessments for activities and reporting any safeguarding concerns to the designated safeguarding lead.  You will develop an effective working relationship with key partners, and you will be an ambassador for our organisation working with citywide, national and international partners.  Additionally, the post holder will report to the Charity Manager and support the smooth running of the charity and undertake other duties when required. |
| Key tasks / requirements and experience | You will be responsible for delivering a range of activities at the Multi Use Games Area and supporting increased usage. This will include:   * Manage, develop, implement and deliver targeted sport sessions * Provide volunteering opportunities, training and coaching skills and pathways to employment * Increase the take up of sport locally amongst women and BAME communities * Help to remove barriers preventing people from participating in sporting activities * *Support the transition of Volunteers to gain new and extra skills and employment opportunities.* * Have a good understanding of equality and social inclusion * Engage and consult with the local community to increase sport participation * Provide opportunities for people to take part in a wide range of sports and activities * Maintaining and updating records on a database, spreadsheets, website including promotion of activities on social media * Identify funding opportunities * Support the organisations charitable aims * Demonstrate a passion for working to a high standard and a commitment to excellence * Formally supervise and support a sessional worker and volunteers * Deliver classroom-based sessions * Act as an ambassador for the Charity * Ensure all policies are followed * Ensure that high levels of health and safety and site rules are followed at the Multi Use Games Area * The post holder must be physical fit enough to stand for long periods of time in adverse weather conditions * Manage bookings and calendars * Any other duties as required |
| Key results/ objectives | * To increase opportunities for local residents to coach, work or volunteer in a sport or physical activity related field. * To increase the participation of our majority BAME population, in particular young women. |
| Responsible for staff/equipment | Day to day supervision of sessional Sports and Volunteer Inclusion Worker.  Day to day supervision of volunteers. |
| Reporting to. | The Charity Manager. |

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| **PERSON SPECIFICATION** | | |
| **Criteria** | **Essential (E) or Desirable (D)** | **E/D** |
| Qualifications | * Level 2 Sports coaching qualification or youth work qualifications * Educated to a degree level * First Aid Qualification * Risk assessment qualification * Safeguarding Qualification * Full driving licence and access to a vehicle | E  D  D  D  D  D |
| Knowledge and Experience | Able to:   * Experience of supervising and supporting staff * Experience of working and managing volunteers * Experience of working with BAME groups, particularly Muslim women and an understanding of the barriers they face * A knowledge of monitoring and evaluating programmes. Gathering quantitative and qualitative data * Experience of planning and delivering a variety of sports and physical activities * A broad knowledge of local sports partners and opportunities * An understanding of the local community * An understanding of St Matthews Big Local and the National Big Local programme and an understanding of how charities work * Experience of successful applicants for grants | E  E  E  E  E  D  E  D  D |
| Skill and Abilities | * Able to mentor individuals and have experience of moving people on to work or further volunteering * Ability to use a variety of computer programmes i.e. Excel, word * Ability to update spreadsheets and produce posters * Ability to work on own initiative * Ability to use social media to advertise opportunities and promote programme delivery * Excellent organisation and planning skills * Ability to remain calm and de-escalate conflict * Able to work within a diverse community and promote equality and diversity | E  E  E  E  D  E  D  E  E |
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| Personal qualities | * Compassion and the ability to empathise with people's life experiences * Ability to remains calm, de-escalate conflict and manage challenging behaviour * Willingness to work closely with other staff members * Self-motivated and organised * Good timekeeper * Enthusiastic and committed * Able to work on own initiative * A keen interest in community and social issues * Willingness to work outside in all weathers | E  E  E  E  E  E  E  D  E |
| Additional | * Flexibility for hours worked including regular evening and weekend working * Ability to work as part of a team | E  E |