



JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	PHP & Community Services
Section:	Leisure, Countryside & Culture
Sub Section:	Sport RCT
Post Title:	Community Sport and Physical Activity Leader (ext funded)
Vision Post Number:	15918
Grade:	Grade 6
Responsible to:	Community Sport and Physical Activity Manager
Posts Reporting to this Post:	
Team:	Sport RCT
DBS Required Level:	Enhanced DBS
Location:	Abercynon Sports Centre or Community Facility
Date of Description:	01/18

KEY OBJECTIVES

To facilitate and support an increase in the community capacity to provide sustainable sport and physical activity participation opportunities for the population of RCT.

SPECIFIC RESPONSIBILITY

To assist in the development and implementation of a Community Sport and Physical Activity Plan.

To assist with the delivery of priority work programmes and projects arising from the Community Sport and Physical Activity Plan.



To facilitate and support a network of community organisations and groups that have the potential to develop and increase their capacity to deliver increased sport and physical activity participation.

To support the infrastructure of the sporting and physical activity opportunity landscape in a particular geographic area of RCT and deliver services that increase capacity based on population need and support and enable community delivery organisations to increase sustainable opportunities.

To work in collaboration with other internal departments and external community partners to build community capacity to deliver increased sustainable participation opportunities.

To assist in the collection of output and outcome performance indicators and provide management information in relation to work undertaken, as required.

To deliver sport and physical activity sessions, courses and up-skilling sessions to participants in accordance with the relevant qualifications and training.

To facilitate the quality and consistency of services delivered by other services and organisations.

To collect research data including statistical evidence, qualitative case study material, best practice, outcome measures and stakeholder views.

To undertake personal learning and development in accordance with an agreed personal development programme.

To critically analyse and reflect on the delivery and outcomes of the Community Sport and Physical Activity Plan and incorporate learning into future plans and service initiatives.

To proactively contribute to the Community Sport and Physical Activity team and contribute to the team delivery of the Sport and Physical Activity Plan as appropriate.

To promote and educate partners, stakeholders, customers and the public on the benefits of regular exercise.

To inform, guide and support the development of the skills and knowledge required by delivery organisations to develop, increase and deliver sustainable community sport and physical activity opportunities.

To inform, guide and support the development of the skills and knowledge required by delivery personnel, to support participants in maximising their potential, achieving their goals and sustaining their participation.



To deliver mechanisms that promote and maintain the safety and quality of service delivery.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Level 3 qualification in sports development, community development or related relevant subject.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>Level 6 qualification in a relevant subject.</p> <p>Technical coaching, tutoring and mentoring qualifications.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Experience in working with community organisations.</p> <p>Experience of providing management information.</p> <p>Experience of delivering sport and physical activity sessions, educational sessions and mentoring sessions.</p> <p>Demonstration of effectively delivering a project.</p>	<p>Community capacity building initiatives.</p>
COMPETENCIES		



Working with Others	Supports other team members when required, particularly new team members.
Communicating Effectively	Shares information with others: gives others the full picture.
Demonstrating Professionalism	Is responsible, trustworthy and reliable and takes personal accountability for work.
Maintaining Safety and Well-being	Monitors and manages own stress levels and asks for support when necessary; is aware of own impact in causing others stress.
Meeting Customer's Needs	Sets clear expectations to customers about what can be provided.
Demonstrating Technical Ability	Takes responsibility for keeping job-relevant knowledge up to date.
Achieving Results	Takes initiative and can work without close supervision.
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>Requirement to work evenings and weekends to achieve main responsibilities.</p> <p>Ability to travel independently around the County Borough area to facilitate the role.</p> <p>The successful applicant will be required to complete an Enhanced DBS check.</p>