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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Sports and Activity Activator

**Department:** Commercial Enterprise Division

**Hours:** 37.5 hours per week. Weekend and evening working will be required when business needs demand.

**Responsible to:** Sports Facilities Manager

**Reports:** n/a

**Salary / Scale:** Business Support Band 5 (£19,200.00 - £20,243.00 per annum)

**Date of Issue:**

**Organisation Chart:**

Sports Facilities Manager

Sports and Activity Activators

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1. **Aims and Purpose of the Post**
   1. Support and develop fitness, sport and activities programmes across the student body. One of the central themes of the programme is to increase participation across the College providing leisure time activities during non-teaching times. The emphasis is on recreational level activity, providing offering lots of opportunity to take part in leisure time activities, regardless of ability level, gender or age.
   2. The efficient and effective supervision of the College Sports Facilities in the absence of the manager.
   3. To supervise student communal areas at key break times.
   4. The day to day supervision of the College Sports Facilities.
   5. To coordinate cross college awareness campaigns which promote health, wellbeing and equality, diversity and inclusion.
2. **Specific Responsibilities**

2.1 Run a range of sports, fitness, group activities and events to ensure high levels of participation. This will involve delivery of a significant number of sessions throughout the week meeting the requirements of students in a diverse and inclusive manner.

2.2 Be an ambassador for fitness and physical activity, positively promoting the range of opportunities available to students.

2.3 To work with colleagues from curriculum, commercial and other teams to develop cross college awareness campaigns, which complement the college pastoral programme and reflect national and local health and wellbeing themes.

2.4 Help in the development of sports by providing a clear pathway from taster/introductory sessions to regular fun based sessions.

2.5 Provide recreational competition with the ultimate goal of giving students sustained playing opportunities.

2.6 Develop student involvement from different schools to create focus groups and student activators.

2.7 Liaise with key departments and groups such as student support, student ambassadors, catering/ events and lecturers from academic schools to develop activities and timetables that are suitable for the target groups.

2.8 Support sessions and events run by other sports staff/coaches as required

2.9 Be willing to support off site activities (Parkour, Judo etc), organisations and run external trips/ visits.

2.10 Effectively market activities and create an activity plan to promote to students.

2.11 Recruit and retain participants to the activities.

2.12 Be receptive to new opportunities and ideas for increasing participation focusing on students requirements.

2.13 Promote the activities and the success of activities on our social media pages and ensure Marketing are up to date.

2.14 Collect project data including participant numbers and details, feedback, comments and photographs.

2.15 To evaluate and implement impact measures in order to assess effectiveness of the activities. Produce participation and impact reports for the Sport Facilities Manager and the Senior Leadership Team to ensure the programme is continually improving and relevant to students needs.

2.16 To oversee student common areas that are used during free time and create an attractive, stimulating and safe environment.

2.17 To carry out administrative duties as requested.

2.18 To support the manager in the running of the College Sports Centres and any other future sports resources developed at the college.

2.19 To maintain Safe Working Practices and Conditions, and ensure that all sports facilities are   
 used in a safe and appropriate manner.

2.20 To maintain standards laid down for the use of the Sports Facilities, including discipline,   
 security, customer care, cleanliness and tidiness.

* 1. To undertake basic client inductions within the fitness suite.
  2. To supervise students on work experience at the centre, including evenings, weekends and

Bank Holidays.

* 1. To help market the sports facilities outside the college, to generate lettings and to

maximise both occupancy of and income from the resources.

* 1. To collate maintenance and repair needs and to report them to the Building Resources  
      Manager, and to undertake minor repairs including maintenance.
  2. To support the College processes for First Aid by acting and training as a First Aider.
  3. To promote and adhere to the College’s Safeguarding Policies and Procedures.
  4. To promote and adhere to the College’s Health & Safety Policies and Procedures.
  5. To manage student conduct in accordance with College policies.
  6. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
  7. To act as an initial point of contact for students, which can be referred onto pastoral officers

and Student Support.

* 1. Support colleagues from the safeguarding team to liaise with students who are at risk.
  2. The active promotion of and commitment to best practice in equality, diversity & inclusion.
  3. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of

all staff employed by Moulton College.

* 1. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

\*\* = pro rata for part time

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Sports and Activity Activator** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Hold an appropriate sport/fitness based qualification | X |  |
| Commitment to and evidence of CPD | X |  |
| First Aid At Work qualification (or willing to wrk |  |  |
| Formal IT qualification |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar environment | X |  |
| Experience of working with young people. | X |  |
| Experience of planning and delivering events and activities | X |  |
| Able to demonstrate the application of business acumen |  | X |
| Competent user of IT | X |  |
| Working knowledge of a range of fitness equipment |  | X |
| **Personal Attributes** |  |  |
| Excellent verbal and written communication skills | X |  |
| Confident to deal with a wide range of people | X |  |
| Outgoing personality who is confident to engage with new people | X |  |
| Enthusiastic and positive outlook with a can-do attitude | X |  |
| Excellent organisational skills | X |  |
| Flexible approach to work, especially hours of work | X |  |
| Ability to learn new tasks quickly | X |  |
| Ability to forge positive a valuable business relationships quickly | X |  |
| Ability to positively represent a brand and corporate business | X |  |
| Commitment to high standards in all areas of work. | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Knowledge of policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.