

## Post: Apprentice Community Activator Coach

- National Living Wage – from £4.20 to £7.83 per hour (age dependant)
- Hours: 30 per week, fixed term 15 months
- Location: North East Derbyshire District Council, Mill lane, Wingerworth
- Closing Date: 25<sup>th</sup> September 2019
- Interviews: To take place week commencing 7<sup>th</sup> October 2019

## Job Details and Requirements

We are delighted to be a member of the Derbyshire Coach Core Consortium and have two exciting physical activity apprenticeship opportunities.

Applicants will need to have a passion for sport and physical activity, be enthusiastic and have a positive attitude to work. They will also need to be able to work well as part of a team as well as on their own initiative.

The successful applicant will play a key role in local communities within the district, promoting, delivering and coaching fun, inclusive, engaging and progressive activities supporting various individuals and groups of all ages to be physically active. They will need to have good communication skills and be approachable.

We are looking for individuals who have a willingness to learn and who want to contribute to their own continuing professional development. As part of the contract individuals will complete the Level 2 Community Activator qualification.

Apprentices will work out of NEDDC Offices at Mill Lane, Wingerworth, however the roles will involve working in communities across the district. Wherever possible we will support individuals in getting to and from sessions.

Previous experience of supporting physical activity sessions would be beneficial but not essential as training will be provided.

This post is subject to a Disclosure and Barring Service check at Enhanced level.

## Contact Details

For an informal discussion about the post please contact Kelly Massey, Health and Wellbeing Development Officer, Tel: (01246) 217219 or email: [kelly.massey@ne-derbyshire.gov.uk](mailto:kelly.massey@ne-derbyshire.gov.uk)

## Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC website. <https://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

Applicants are advised to read the guidance notes prior to completing an application form [https://www.ne-derbyshire.gov.uk/images/Repository/G/Guidance\\_notes\\_-\\_completing\\_application\\_forms.pdf](https://www.ne-derbyshire.gov.uk/images/Repository/G/Guidance_notes_-_completing_application_forms.pdf)

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone: NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

We welcome applications from all sections of the community.



## Job Description

<b>Job title</b>	Coach Core - Apprentice Community Activator Coach
<b>Reports to</b>	Health & Wellbeing Development Officer/Swimming Development Officer
<b>Direct reports</b>	
<b>Grade</b>	Apprentice
<b>Salary range</b>	National Living Wage

### Job purpose

To play a key role in local communities within the District of North East Derbyshire, promoting, delivering and coaching fun, inclusive, engaging and progressive activities supporting various individuals and groups of all ages to be physically active. Supporting the swimming development programme at Sharley Park Leisure Centre Clay Cross.

### Duties and responsibilities

- Build relationships and rapport with individuals and be a community role model.
- Understand the different needs and priorities of various individuals and groups (Including children, families, older adults and the disabled), utilise local community spaces and plan, deliver and evaluate physical activity sessions and Events.
- To assist with effectively promoting activities and events using various marketing tools and through working in partnership with other organisations and agencies.
- Complete the Level 2 Community Activator Coach qualification and fully Undertake the apprenticeship training programme.
- To support coaches and swimming teachers to ensure the safety of all individuals attending sessions.
- To support coaches and swimming teachers to ensure that all equipment used is erected properly/correctly and safely stored/transported.
- To support the coaches to ensure that coaching activities are run in accordance with the requirements of the Health & Wellbeing Development Officer.
- To support the swimming teachers to ensure that lessons are run in accordance

with requirements of the Swimming Development Officer.

- To attend regular staff training sessions.
- To ensure all relevant schedules, procedures and programmes are adhered to.
- Any other duties commensurate with this level as may be assigned from time to time

### **Working conditions**

The job holder will need to have a willingness to work unsociable hours. A number of our sessions and activities take place in the evenings, weekends and school holidays. In addition, some sessions may be outdoors and may involve the post holder working with challenging clients depending on the nature of the activity and/or target audience.

### **Physical requirements**

N/A

### **Corporate Duties and Responsibilities**

To familiarise yourself with and comply with the Council's Policies and Procedures which can be found on the intranet or hard copies can be obtained from HR.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

---

<b>Approved by:</b>	<i>Kelly Massey</i>
<b>Date approved:</b>	<i>31<sup>st</sup> July 2019</i>
<b>Reviewed:</b>	



**PERSON SPECIFICATION**

<b>Post Title:</b> Coach Core - Apprentice Community Activator Coach	<b>Section:</b> Leisure Active and Healthy Lifestyles Team		
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
<ul style="list-style-type: none"> <li>Passion for sport and physical activity</li> </ul>		<ul style="list-style-type: none"> <li>Knowledge of what elements make up a successful physical activity session</li> </ul>	a & i
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>Good standard of education</li> </ul>	a, i & c	<ul style="list-style-type: none"> <li>GCSE's Grade C's or equivalent in Maths and English</li> <li>Sports Leaders UK awards/qualifications such as Level 2 Qualification in Sports/Community Leadership</li> <li>Current Emergency First Aid Certificate</li> <li>Current Child Protection Certificate</li> <li>Level 1 National Governing Body Coaching Award</li> </ul>	a & i
<b>Experience/Skills</b>			
<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Be able to work as part of a team as well as on own initiative</li> </ul>	a & i	<ul style="list-style-type: none"> <li>Previous experience of supporting physical activity sessions</li> <li>Previous experience of working with a range of age groups within a Leisure Environment</li> </ul>	a & i
<b>Other Requirements:</b>			
<ul style="list-style-type: none"> <li>A willingness to learn and to contribute to their own continuing professional development</li> </ul>	a & i	<ul style="list-style-type: none"> <li>Driving license, access to a car.</li> </ul>	

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others**

**Equality Act 2010**

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

<b>Approved by:</b>	<i>Kelly Massey</i>
<b>Date approved:</b>	<i>31 July 2019</i>
<b>Reviewed:</b>	