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| **Job Description** | |
| **Post title** | Apprentice (Community Sport and Health) |
| **JE Reference No** |  |
| **Grade** | Apprentice |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Culture, Sport & Tourism – Culture & Sport Tourism Management |
| **Reporting to** | The post holder will be accountable to the Operations Officer, Duty Officer and/or Assistant Duty Officer |
| **Location** | Your normal place of work will be at a designated locality venue in your priority area. However, you may be required to work at any council workplace within County Durham. |
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| **DBS** | This post is subject to an enhanced disclosure. |
| **Flexitime** | This post is not eligible for flexitime. |
| **Politically restricted** | This post is not designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

As an apprentice you will be required to develop skills, knowledge, and experience to initiate behaviour change in local residents with regards to engagement in sport and physical activity across local communities.

As a member of the Wellbeing team your day-to-day duties will consist of the organisation and delivery of opportunities for residents to get more physically active at all ages and abilities. Activities will include walking, running, cycling, community group exercise classes. It will also involve the co-ordination and delivery of integrated, community-based children, young people and family focussed activities across County Durham to support child based healthy weight initiatives. You will learn how to adapt delivery to suit different groups in society; lead and support volunteers and develop practical experience of how to develop and devise appropriate programmes. You will also learn key skills to develop collaborations with a network of partners / stakeholders.

This will be via on the job and formal training sessions to gain knowledge and understanding of the role and scope of the service. You will attend regular meetings with the Wellbeing and Partnerships Management team and the assessor and attend training sessions leading to nationally recognised qualifications.

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| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties listed below:

* To study and achieve the Community Sport and Health Officer Standard Level 3 during the duration of the apprenticeship;
* Develop and coordinate delivery of a range of wellbeing interventions to facilitate lifestyle and behaviour change and promote the benefits of community wellbeing
* Provide one-to-one coaching and behaviour change support
* Manage equipment and resources as required to support the smooth running of the programme.
* Support related structured and unstructured volunteering and self-development opportunities and provide associated peer support and mentoring to volunteers, leaders and instructors
* Form new and creative partnerships with other agencies to ensure that residents are provided with high quality opportunities to get involved
* Disseminate promotional literature and general programme information
* Provide supported access to on-line toolkits and programmes
* Ensure monitoring and recording systems are in place and maintain appropriate records to enable effective monitoring and evaluation of the service
* Organise all equipment and resources to aid the smooth running of programmes
* Manage and adapt personal behaviours to ensure provision is inclusive, customer-focused and accessible
* Build partnerships and develop meaningful relationships with local partners and stakeholders in sport and physical activity
* Contribute as required to the promotion and delivery of community-based wellbeing events and initiatives, including developing new groups and activities

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety Policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal change to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information during the course of their work and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification Community Sport and Health Officer | | |
|  | Essential | Desirable |
| Qualifications | * 4 GCSE’s at Grades A\*-C/9-4 or hold an equivalent and relevant qualification including English   Ability to achieve the Level 3 Community Sport and Health Officer qualifications including**:**   * First Aid Certificate * Health Trainer Level 3 Certificate * Walk Leaders Award * Cycle Leaders Award * Run Leaders Award * NVQ Level 2 Certificate in Fitness instructing (Exercise to Music) * NGB coaching qualifications (depending on local need and course availability) * Level 2 RSPH Award in Understanding Health Improvement * Behaviour Change Skills – this can include communication skills/motivational interviewing * Mental Health First Aid Certificate | * ICT qualifications * PE qualifications * Assistant coaching or leaders qualifications |
| Experience | * Working with customers face to face from a range of backgrounds | * Microsoft Outlook and Teams * Volunteering |
| Skills & Knowledge | * Ability to follow instructions and to work in a team * Ability to work on own initiative * Good communication and interpersonal skills * Ability to enthuse others | * Health and Safety awareness * Awareness of the council’s role |
| Personal Qualities | * Willingness to work outside of normal office working hours * An understanding of and commitment to good customer care with high levels of emotional intelligence * Willingness to learn * Behave in a professional way * Respect and encourage diversity * Punctuality * Positive attitude and role model for local communities * Reliability * Personal interest in health and fitness | * Travel is a desirable requirement of the post |