



Division:	Housing and Well Being
Job Title:	Community Physical Activity, Health and Sport Assistant (Graduate Level)
Grade:	B
Post Number:	M223
Base/Location:	Various based within employing local authority
Responsible To:	Senior Sports Development Officer
Responsible For:	Nil
Key Relationships/ Liaison with:	Local Authority Officers, Local Sport Alliance Members, Active Together, School Sport and Physical Activity Networks and other local delivery agencies.

Job Purpose	
<ul style="list-style-type: none"> The Community Physical Activity, Health and Sport Assistant will have an important role in supporting the delivery of projects led by AT and our local authority partners to improve the access and quality of sport and physical activity opportunities across Leicestershire. <p><u>Duties will include:</u></p> <ul style="list-style-type: none"> Providing support for the delivery of local Physical Activity Plans to reduce physical inactivity and raise participation in identified target groups. Assisting with the design, development and delivery of sport/health/physical activity programmes that address physical inactivity and health inequalities eg; community safety, public health, social barriers and personal motivations. Support with the collection and analysis of monitoring and evaluation data and insight to shape programme delivery and ensure that objectives are met. Support the physical activity and sport sector to rebuild and recover following the effects of the Coronavirus lockdown restrictions on local physical activity levels. 	

Main Duties and Responsibilities	
1.	To assist with the design, development and delivery of sport/health/physical activity programmes that address the needs of the community e.g. community safety, public health, social barriers and personal motivations in communities recognised as having low levels of participation.
2.	Support the development of targeted provision focussing on underrepresented groups e.g. women and girls, ethnically diverse communities, disabled groups and individuals and Inactive individuals or

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	communities.
3.	To raise the profile of the benefits of sport and physical activity with partners, community groups, and organisations, through providing relevant advice, information, evidence and data, attending meetings and supporting presentations.
4.	Responsible for content creation and scheduling across local social media platforms including Facebook, Twitter, Instagram and LinkedIn.
5.	Work with a broad range of local partners and organisations to support the embedding of the countywide Active Together programme and brand at a local level.
4.	To assist in establishing positive relationships with local partners and organisations to increase physical activity and sport participation.
5.	Work in local communities to identify and support new and existing volunteers deliver a high quality universal physical activity offer, with a particular focus on walking, running and cycling.
6.	Assisting with the development of a universal physical activity and sport offer through supporting the implementation of the Active Together Movement and universal walk/run/cycle offer within the locality.
7.	To support with gathering and interpreting insight and the monitoring and evaluation of sport and physical activity programme.
8.	Any other duties commensurate with the nature and grading of the post, which may be assigned by the Sports Development Manager(s).
9.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- The postholder may be required to attend, from time-to-time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- Expenses will be paid in accordance with the Local Conditions of Service.
- Subject to review the post will attract a casual user car allowance.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check (without a barred list check) is an essential requirement.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Sport & Active Recreation Manager

Date: September 2022

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	Essential	Desirable	How assessed
Qualifications			
Degree or equivalent level 6 qualification in a relevant area.	✓		Doc/App
Graduated in the past two academic years – 2021/22 22/23	✓		Doc/App
Sports Coaching, Fitness and/or Activator Qualifications.		✓	Doc/App
Experience			
Paid or voluntary experience in one or more of the following areas:			
<ul style="list-style-type: none"> • Community Development • Sport Development • Physical Activity • Health 	✓		App/Int
Working in partnership with a range of organisations and groups.		✓	App/Int
Supporting the delivery of sport/physical activity/projects/initiatives and/or programmes.		✓	App/Int
Supporting and/or mentoring volunteers.		✓	App/Int
Knowledge			
Policies in one or more of the following areas:	✓		App/Int
<ul style="list-style-type: none"> • Community Development • Sport • Physical Activity • Health 			

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Awareness and understanding of the role that sport and physical activity can play in supporting communities / wider agenda.	✓		App/Int/ Pres
Sound working knowledge of Microsoft Office i.e. Word, Excel, PowerPoint, Outlook.	✓		App/Int/ Test
Knowledge of Monitoring and Evaluation processes and wider impact measurement.	✓		App/Int/ Test
<u>Skills and Competencies:</u>			
Is enthusiastic, motivated and has the ability to work as part of a team or individually.	✓		App/Int
Can communicate effectively through the use of a range of written and oral skills.	✓		App/Int
Is able to provide reports and monitor and evaluate a variety of initiatives and projects.	✓		App/Int
Has excellent organisational, planning and presentation skills.	✓		App/Int
Has good interpersonal skills, with the capability to communicate effectively with professional staff and volunteers.	✓		App/Int
<u>Attitude and Temperament:</u>			
Demonstrates professionalism at all times.	✓		App/Int
Has the ability to work on own initiative.	✓		App/Int
A commitment to undertaking continuing professional development opportunities.	✓		App/Int
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities and the ability to apply this to all situations	✓		App/Int
Is able to travel around the County economically.	✓		App/Int
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med

Key:

App = Application form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical questionnaire

Doc = Documentary evidence (e.g. certificates)

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