



## GUERNSEY SPORTS COMMISSION

### Job Description

#### **Job title**

Community Sports Assistant

#### **Purpose of the role**

To assist in the delivery of the Guernsey Sports Commission's Street Sports Programme and other sporting initiatives in the community through physical activity sessions for individuals/groups in the island's community that are most in need. The post holder will work towards encouraging participation and the development of skills in participants.

#### **Position in organisation**

- Reports to the Sports Development Officer
- Regular liaison with the Community Sports Coordinator

#### **Contract term**

Part-time, temporary

#### **Rate of pay**

£10 per hour

#### **Duties and key responsibilities**

##### *Programme delivery*

- To assist in the delivery of the Guernsey Sports Commission's Street Sports programme
- To work effectively as part of a team, assisting team members and the team leader as required in order to meet the needs of the young people that the team come into contact with
- To interact and engage with young people in sport/physical activity by encouraging them, empowering them, running activities and joining in, building relationships, providing information when necessary and dealing with any challenging behaviour that may arise
- To maintain confidentiality with any sensitive information regarding any young person and go through the correct data protection channels
- To work in partnership with other organisations to reach the target groups and improve access to sporting opportunities for those with social and economic difficulties in order to benefit their well-being

### *Administration*

- To plan, monitor and evaluate all activities
- To report any concerns relating to young people to the Street Sports Leader
- To ensure the completion of consent forms, risk assessments, registers, questionnaires, accident/incident reports and other relevant documents
- Maintain open lines of communication with the Street Sports Coordinator and Sports Development Officer
- To share evidence of successful achievements and examples of good practice, reporting on session progress and plans for improvements
- To undertake appropriate administrative duties as required

### *Training and development*

- To attend relevant training courses
- To attend quarterly staff meetings
- To attend yearly appraisal

### General responsibilities

- All workers will plan their work, following the Guernsey Sports Commission's overall aim and the Street Sports programme specific aims
- All work to be carried out in the best interests of young people
- All workers to show a commitment to equal opportunities
- All workers to comply with all of the Guernsey Sports Commission policies, procedures and guidelines
- To represent the Guernsey Sports Commission in a professional manner at all times

### **Key criteria for the role**

	Essential	Desirable
<b>SKILLS AND ABILITIES</b>		
Able to work as part of a team and use initiative as appropriate	✓	
Good interpersonal and communication skills	✓	
An ability to work across a variety of sports/activities	✓	
Organisational skills		✓
Administrative ability (planning and evaluating work)		✓
<b>EXPERIENCE</b>		
Working with young people in an informal setting	✓	
Sports coaching		✓
Experience of working with socially excluded young people and taking positive action to overcome barriers to participation in sport/physical activity		✓
<b>KNOWLEDGE AND QUALIFICATIONS</b>		
An understanding of sport equity principles		✓
Sports coaching		✓
Safeguarding and protecting children		✓
First aid		✓
Youth work		✓

<b>PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS</b>		
Willingness to work unsocial hours, including evenings and weekends	✓	
Role model qualities	✓	
Ability to think 'outside the box', take initiative and use common sense		✓
A knowledge of the island		✓
Current driving licence		✓

### **Hours of duty**

Street Sports staff hours are Tuesdays 6.30-9.30pm, Thursdays 6.30- 8.30pm and Fridays 6.30-9.30pm. Ideally the post holder will be available for the duration of one (or more) of these session times on a weekly basis.

### **Police check**

Due to the nature of this post you may be required to undergo a full police check. All disclosures of a criminal background will be treated with the strictest confidence and checks will only be made in connection with your application for this post and for no other purpose. However, disclosure of a criminal record will not necessarily debar you from employment in this post – this will depend on the nature of the offence/s and the circumstances surrounding it/them.

### **About Street Sports**

Street Sports is a community programme that aims to improve sports provision for young people in order to benefit their well-being. It offers 11-18 year olds of all abilities free sports and physical activity sessions in neighbourhoods at various locations across the island where a number of young people may experience social and/or economic difficulties.

It is an opportunity for young people to be active, socialise, have fun, play sports and learn new skills. Staff provide equipment for a variety of sports and offer participants the choice of which activities are delivered. Young people can just turn up, register with a member of staff and join in.

Through sports and physical activities, the programme aims to increase young people's self-esteem, encourage participation and the development of skills. Young people are also made aware of other opportunities available to them across the island that may benefit their well-being. Participants are also able to access services offered by relevant organisations through outreach staff working alongside the Street Sports team.

Street Sports sessions are delivered fifty weeks of the year including school holidays (with a two week break over Christmas and New Year), mainly outdoors, for two hours on weekday evenings.