



## **JOB DESCRIPTION**

This job description is not incorporated into the employment contract. It is intended as a guide and should not be viewed as an inflexible specification. It may occasionally vary in the light of strategic developments, following discussion with the post holder.

**JOB TITLE:** **Sports Facilitator (With Duty Manager responsibilities)**

**RESPONSIBLE TO:** Service Manager

**HOURS OF WORK:** 8 hours per day, for five days agreeable with Service Manager – minimum one day over the weekend essential

**SALARY** Up to £25k per annum

**PURPOSE OF THOMLEY:** Thomley is a recreational and informal educational facility for disabled children, young people and adults, their families, friends, schools and groups. Its main purpose is to achieve the following outcomes to:

- Build self-esteem, happiness and quality of life of disabled children, siblings and friends by offering fun, healthy and purposeful activities enabling them to play, learn and socialise together
- Empower disabled teenagers and adults to achieve personal aspirations by building their confidence to develop skills towards independent living, to participate in appropriate social and recreational activities and to develop vocational prospects.
- Offer a place where the whole family can spend quality time together, enabling parents and carers of disabled children to meet, widen support networks, access information and lower stress levels.
- Make the lives of disabled people easier by raising awareness of disability within the community, promoting understanding of the issues they face along with practical measures for inclusion.
- Thomley is committed to Safeguarding Children & Vulnerable Adults

**JOB PURPOSE:**

To assist the daily running of Thomley's service by covering as a Duty Manager and by offering support to individual families, and providing sport, play and leisure for visitors of all abilities in a challenging but safe and secure environment enabling them to:

- Access numerous indoor and outdoor sport and other play activities as well as therapeutic resources
- Meet new friends and have fun
- Feel understood and accepted
- Develop physically and socially
- Gain independence and build self-confidence
- Enjoy a stimulating and creative environment
- Have the freedom to explore and take risks
- Be a positive role model for young people and families

**KEY RESPONSIBILITIES:**

In order to offer a variety of safe and accessible indoor and outdoor sport and play activities for disabled children, their siblings and friends, you will:

**Support day to day running of the centre**

- 1) By fulfilling the role of Duty Manager in the absence of the Service Manager (shared equally between all Activity Coordinators). The Duty Manager is responsible for that day, including the staff and young people attending that specific day.
- 2) Be involved in the day to day maintenance of the site
- 3) Together with the management team, plan for further development of the sports and recreational facilities on site in close consultation with children and their families
- 4) Attend relevant training to develop competencies in Playwork
- 5) Attend staff meetings

**Prepare and supervise sport and play activities**

- 1) Take the lead on sporting / physical activities for every day Thomley is open
- 2) Support the Service Manager and activity team in planning and developing sport and play ideas with involvement of children in deciding the types of activities to take place
- 3) Be responsible for preparing and providing sport and playwork activities (including art and craft projects as defined by the Service Manager) but with a main focus on sports workshops and activities.
- 4) Assist the Service Manager in organising and supervising sport and activity days for children, adults, toddlers and birthday parties. This will involve:
  - motivating, supporting and enabling children of all abilities to participate in sport and play activities and offering advice and guidance on the use of all equipment
  - facilitating specific sports activities as well as other outdoor games and activities
  - assisting facilitation of internal and external sport workshops with guidance from colleagues
  - encouraging freeplay
- 5) Prepare seasonal and topical sport activities, relating to global and national sporting events
- 6) Be jointly involved in daily evaluations at the end of sessions
- 7) Tidy outside and sport areas at the end of sessions / end of the day

- 8) Set up disability specific regular sports clubs
- 9) Set up links with other sports providers / teams / venues in the community to help Thomley broaden its sports offer and build long-term partnerships

### **Ensure health and safety of all visitors**

- 1) Be jointly responsible for the safety of all service users
- 2) Supervise and ensure safe use of indoor and outdoor sport and play areas as requested by the Service Manager
- 3) Alert the Service Manager of any risks which threaten the safety or well-being of any individual on site
- 4) Remove broken toys or sporting equipment
- 5) Assist in maintaining records such as daily site checks, accident & incident reports etc
- 6) Be aware of legal obligations towards safeguarding children
- 7) Be aware of all Policies and Procedures
- 8) Attend compulsory training days

### **Support visitors**

- 1) Welcome all visitors and show newcomers around
- 2) Provide serving support in the pavilion when required and busy periods
- 3) Offer support to parent and carers with regards to activities and resources and provide a listening ear when necessary
- 4) Provide accurate information and support about the service where relevant
- 5) Assist in creating a positive and supportive atmosphere

### **KEY COMPETENCIES:**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Experience of delivering sports activities to children, young people &amp; adults in a play or educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Sports coaching qualifications</li> </ul>
<ul style="list-style-type: none"> <li>Knowledge of key issues surrounding disability, including equality, access, inclusion, behaviour etc.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a charity</li> </ul>
<ul style="list-style-type: none"> <li>Good interpersonal skills, including the ability to work in a team.</li> </ul>	<ul style="list-style-type: none"> <li>Safeguarding training</li> </ul>
<ul style="list-style-type: none"> <li>Pro-active and 'can do' attitude</li> </ul>	<ul style="list-style-type: none"> <li>First aid training</li> </ul>
<ul style="list-style-type: none"> <li>An aptitude to develop skills and acquire relevant knowledge through training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with teenage transition</li> </ul>
<ul style="list-style-type: none"> <li>An understanding of and a commitment to Equal Opportunities in the workplace.</li> </ul>	<ul style="list-style-type: none"> <li>DBS check</li> </ul>
<ul style="list-style-type: none"> <li>Experience of working with disabled people</li> </ul>	<ul style="list-style-type: none"> <li>Specific Sports Inclusion Qualifications or training</li> </ul>
<ul style="list-style-type: none"> <li>Local knowledge of sporting facilities and opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Competent computer skills</li> </ul>
<ul style="list-style-type: none"> <li>Experience of managing staff and volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with a cash register</li> </ul>
<ul style="list-style-type: none"> <li>Sports coaching qualifications and experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a reception</li> </ul>