RECRUITMENT PROFILE

Position Title	Play, Sport and Activity Leader
Directorate	Education and Children's Services
Department	Active Communities
Location	Various throughout the region
Hours of Work	Various hours available on a casual contract basis.
Line Manager Title	Active Schools Coordinator and/or Sport Development Officer
Staff Responsibilities	NA
Registration Requirements	NA
Contract Status	Casual
PVG or Disclosure Status	PVG
Political Restrictions	NA
Work Pattern	TBC

ROLE PURPOSE AND KEY RESPONSIBILITIES/DUTIES

This can be used for the basis of your advert

As part of our Summer Holiday Opportunities, Scottish Borders Council are looking to recruit a team of Play, Sport and Activity Leaders to help get our children more active, more often during this holiday period.

Be part of the team responsible for providing children and young people with the opportunity to socialise, play and connect with their local communities and environments.

Be part of the team responsible for making this happen, contributing directly to the improvement of both the physical and mental health of our region's children and young people.

Relevant experience and/or qualifications with a sport, physical activity or teaching background/qualifications would be advantageous. If you can clearly demonstrate knowledge and understanding of the benefits of physical activity and sport, have extensive experience of engaging with children and young people through these means in education, sport, health, community leisure and/or recreation industries, we would love to hear from you.

Responsibilities

1. Plan, deliver and regularly evaluate activity sessions as per activity programme as directed by the Active Schools Manger, Active Schools Coordinator and/or Sport Development Manager, Sport Development Officer and/or respective camp manager.
2. Lead, supervise, motivate & engage participants in all activity opportunities
3. Pro-actively encourage and support all young people to take part in all activity opportunities
4. Welcome children and young people to each opportunity whilst liaising with parents, confirming and recording drop off/pick up arrangements
5. Ensuring appropriate registration of children
6. Supervising children at break and lunch times
7. Assisting children with toileting/changing children if necessary
8. Supporting in the distribution of lunches and snacks if required
9. Liaise with parents collecting children at the end of the day ensuring each child is collected by their appropriate adult, ensure any important information relating to their child is passed on.
10. Carry out duties in a professional and confidential manner at all times.
11. Seek advice and support from Active Schools Manager, Active Schools Coordinator and/or Sport Development Manager, Sport Development Officer and/or respective camp manager as and when required
12. Responsibility for safety, care and welfare of groups of children during activity and breaks- including reinforcing social distancing and related procedures
13. Feedback to your respective line manager any behavioural/health/ child protection concerns as appropriate.
14. Line managed by Active Schools Manager, Active Schools Coordinator and/or Sport Development Manager, Sport Development Officer and/or respective camp manager.
15. Build and maintain good working relationships with colleagues within the organisation
16. Ensure that services are delivered with a customer focused ethos
17. Positively represent Scottish Borders Council internally and externally e.g. at networking events, meetings, conferences, external delivery opportunities and exhibitions to enhance and strengthen our profile.

18. Comply with, and ensure compliance with, all Scottish Borders Council policies and procedures

19. Promote equal opportunities in service delivery and team work fellow staff/ volunteers

20. Ensure services meet Health and Safety standards established by Scottish Borders Council

21. As an employee you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.

22. This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the service or Scottish Borders Council

Other details:

Requirement for PVG/Disclosure check – yes

This role could involve travel between various locations within the Scottish Borders. The post holder may be required to hold a full, valid driving license and have access to a car.

RECRUITMENT PROFILE

PERSON SPECIFICATION		
Criteria	**Essential**	**Desirable**
Education, Qualifications and Training	Good all round standard of education	First Aid at Work qualification or equivalent Safeguarding and protecting children qualification Sport and physical activity coaching qualifications Manual handling
Experience	Experience of engaging with and working with children and young people.	Experience of sport and physical activity planning, delivery and assisted delivery.
Skills, Knowledge and Competencies	Excellent verbal and written communication skills. Excellent Inter-personal skills. Ability to assist the team in the optimum delivery of services as stated above Ability to prioritise tasks, meet deadlines and work on own initiative. Ability to work with minimum of direct supervision Ability to work along or as part of a team Enthusiastic and highly motivated Ability to deal with difficult challenges ICT skills	

Personal attributes		
Other		

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be necessary by the Service Director to meet the needs and responsibility of the Service and the Council.

Equality - Ensure that all work and outputs comply with and promote equal opportunities, diversity and human rights. Ensure that systems are in place for reporting management information and making recommendations for any corrective action necessary.

Completed by Human Resources			
HR Number		**Role Profile Number**	
Date Grade Allocated		**Grade**	
Post Number (existing)			