



Job Description

1. Job Details

Job Title: Mobile Activities Worker/
Assistant

Post Number: MOBACTASST

Directorate: Resources

Section: Sport and Health Development

Tier: 5, Grade: B

Responsible to: Sport and Physical Activity Co-ordinator

Responsible for: Participants

2. Job Purpose

- Deliver mobile sports and arts activities including the mobile skateboard/BMX facility and mobile climbing wall facility as required by the Council, primarily during holiday periods but occasional term time, evening and weekend work throughout the year.

3. Main Responsibilities

- Work in a team to deliver sporting and arts activities to young people aged 8 to 19 years that are safe, enjoyable and meet the needs of the participants (target age will depend on the scheme).
- Deliver activities in urban and rural areas during the year including comprehensive holiday programmes involving sports and arts activities.
- Deliver sports and arts activities in accordance with health and safety policies and procedures.
- Maintain accurate records of participant attendance at sessions, and conduct evaluation of the provision on an ongoing basis. To provide written records / plans of activities provided.
- Develop and maintain effective and positive working relationships with hirer's and partners to ensure young people are retained through high quality delivery programmes.
- Deliver the Council's Services in accordance with the Corporate Plan and contribute to the achievement of the Council's Vision and Priorities.

4. Decision making

5. Financial Responsibilities

6. Key Contacts

7. Standard Clauses

Health and Safety

You will take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties in accordance with the provisions of Health and Safety legislation, Erewash Borough Council's Corporate Health and Safety Policy Statement, associated protocols and health and safety management systems.

You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

Equality and Diversity

You will uphold Erewash Borough Council's Equality and Diversity policies and practices in accordance with the Council's policy and Equality Scheme. Erewash Borough Council will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a disabled employee.

Training

You will keep under review your own training and developmental needs and keep yourself informed of current issues and be alert to Erewash Borough Council's and other relevant bodies training programmes and policies. You will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by your own training needs and the needs of the service.

Performance Management

You will ensure compliance with the Council's employee performance standards and take the appropriate action to address issues that may arise. You will comply with the Council's Data Quality Policy to ensure that all Council information you are responsible for is accurate, complete, up to date and fit for purpose.

Confidentiality

You will comply with and/or ensure compliance with the Council's Data Protection Policies and the Data Protection Act and other relevant legislation. You will ensure that confidentiality is respected and maintained at all times. Where appropriate you will work with computers, new technology and associated systems as required and support staff in its use. You will comply with the regulations as set out in the Council's ICT Information Security Policy.

Customer Care

You will promote and deliver fair and high quality customer care services that are sensitive and responsive to customers and in accordance with Erewash Borough Council's Customer Care and Equality Policies.

Environmental

Erewash Borough Council is committed to protecting the environment and reducing its carbon emissions. It is therefore the responsibility of all employees to minimise their impact on the environment whilst working for the Council.

Disclosure and Barring Checks

In those posts where post holders have access to either children, vulnerable adults or highly confidential information a Disclosure and Barring check will be undertaken prior to that person’s appointment to the job.

Other Duties

This job description sets out the duties and responsibilities of the post 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 themselves justify a reconsideration of the grading of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Produced by: Roland Harrison, Sport & Health Development Manager

Date: October 2009

Version: 1.0 – 1 April 2013

I understand and accept the job duties and responsibilities contained in this job description.

Signed..... Dated.....

Person Specification

JOB TITLE: Mobile Activities Worker/Assistant POST NO: MOBACASST

Essential Criteria	Assessment	Desirable Criteria	Assessment
EXPERIENCE			
Experience of working with young people aged 8 – 19 years.	A/I	A keen and active climber and/or skateboarder/BMX rider or inline skater.	A, I
Experience of delivering holiday activity programmes.	A, I	Experience of monitoring and evaluating projects and programmes.	A, I
Experience of working in partnership and delivering in a wide range of environments including schools, club and community settings.	A, I	Experience of driving a vehicle with an attached trailer unit.	A, I
QUALIFICATIONS			
Sports coaching qualification (National Governing Body) or equivalent.	A, I, D	Climbing qualification (i.e. Single Pitch Award).	A, I, D
Emergency First Aid Qualification.	A, I, D	Awareness of issues related to safeguarding children and vulnerable adults; Equality and diversity.	A, I, D
		Health and Safety Training and Risk Assessment awareness.	A, I, D
		Community/Higher Sports Leaders Award.	A, I, D
		NVQ qualification in Play work.	A, I, D
SKILLS & KNOWLEDGE			
Ability to communicate with people effectively at all levels.	A, I	Working knowledge of a broad range of I.T applications i.e. Microsoft Office suite of programs.	A, I
Awareness of equality and diversity issues and ability to adapt working style to people and groups from diverse backgrounds and cultures.	A, I		
Ability to work on own initiative and adapt sessions appropriately depending on the needs of young people.	A, I		
Ability to inspire, motivate	A, I		

and encourage young people through sport and art.			
Proven administrative and organisational skills.	A, I		
OTHER REQUIREMENTS			
Willingness and ability to work holiday periods and undertake evening and weekend work.	A, I		
Commitment to continuous professional development.	A, I		
Must be prepared to travel within and beyond Erewash to deliver mobile provision and have a full clean driving license (insurance to include business use at work).	A, I		
If required, to undertake training and pass a DVLA (B+E Category) test to drive a vehicle with a trailer unit.	I		
To undertake an Enhanced Criminal Records Bureau check.	D		

Assessment : **A** – Application Form **I** – Interview **T** – Test **D** – Documentation

Date prepared :
21 January 2008

Prepared by :
Sport and Health Development Manager

Revised October 2009

Version: 1.0 – 1 April 2013