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| Post Title | Active Schools Assistant |
| Division | Sport and Active Lifestyles |
| Section | Active Schools |
| Location | Various |

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| Responsible To: | Senior Development Manager [Young People], Lead Active Schools Coordinators, Active Schools Coordinators |
| Responsible For: | Volunteers |

Job Purpose

- 1 Increase participation levels in sport and physical activity of inactive and hard to reach groups of children and young people.
- 2 Deliver high quality coaching sessions and ensure more high quality opportunities are available within curricular and extra-curricular settings.

General Responsibilities

- 3 Ensure the effective management and utilisation of the financial resources, in line with the companies financial regulations and the key funding partners accounting processes. Ensure that budgets are adhered to and that Best Value is achieved through suitable financial monitoring procedures.
- 4 Be aware of and committed to the equal opportunities principles and practices of the company.
- 5 Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
- 6 Undertake coaching duties as allocated, ensuring a high quality experience for all participants.
- 7 Work closely in partnership with education and other partners to ensure Active Schools opportunities are connected to physical education, competitive school sport and club sport.
- 8 Work, as required, with individual children and young people to provide bespoke sport and physical activity opportunities to motivate and inspire increased participation levels.
- 9 Adhere to relevant Active Schools procedures and processes.

Operational Responsibilities

- 10 Be responsible for the completion of session registers ensuring they are kept up to date and copies are passed to the relevant Active Schools Coordinator.
- 11 Ensure that all equipment is checked prior to use, defective equipment requiring repair or replacement is reported, and tidied away after each session.
- 12 Collect appropriate data and provide reports as required.

Methods of Working

- 13 Adhere to Sport Aberdeen's Safeguarding Policy.

- 14 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 15 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 16 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 17 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 18 Undertake appropriate training associated with the duties of the post.

Person Specification

See attached guide

General Conditions

The full-time working week is 37 hours. A flexible approach to working is required a time off in lieu [T.O.I.L] system is in operation].

Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to you by the Manager of your establishment.

A car mileage user allowance is payable if using your vehicle for work purposes you must have insurance for business use].

The Company operates a no-smoking policy.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time, commensurate with the general character and grading of the post.

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| Prepared/Updated by | Graeme Dale |
| Designation | Senior Development Manager [Young People] |
| Date | September 2017 |