

Post Title	Helper (working towards Level 1)
Division	Healthy & Active Communities
Section	Various
Location	City Wide

Responsible to	Coordinator, Development Coach, Coach or Assistant Coach
Responsible for	All immediate reports

Job Purpose

- 1 To assist with the delivery of high quality programmes within the Sport and Active Lifestyles team.
- 2 Promote Sport Aberdeen sport and physical activity programmes to all participants, wider community and to assist with all future development of the programme.

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 To work under the supervision of the coach/ leader in the delivery of the class/ programme
- 7 In the event of accidents to participants or any member of the public or staff member in attendance at an organised session, undertake first aid duties, dependant on qualification held, as and when required ensuring all appropriate documentation is completed in line with Sport Aberdeen timescales and procedures.
- 8 Ensure all administrative procedures/records are completed as appropriate
- 9 Assist in carrying out regular checks of all coaching/teaching equipment for availability and suitability, prior to and after each class and report any faults or shortages in equipment, ensuring appropriate documentation is completed.
- 10 Set up and take down of equipment as required

Development Responsibilities

- 11 Undertake appropriate training/ in services associated with the duties of the post organised based on the needs of the role in the programme.
- 12 Communicate effectively with facility staff, school staff and partner agencies with regard to the day to day operation and the promotion of the programme

Methods of Working Expectations

The post holder will be expected to:

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

General Conditions

- 18 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].
- 19 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 your line manager.
- 20 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 21 The Company operates a no-smoking policy.
- 22 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Prepared/Updated by	Kerryn McRae – HR Coordinator	April 2022
Approved by	Nickie Scorgie - Head of Human Resources & Organisational Development	April 2022
Status	ISSUED	April 2022