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| Index | 061/ASA/AS |
| Post Title | Active Schools Assistant |
| Division | Sport and Active Lifestyles |
| Section | Active Schools |
| Location | Various |

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|------------------------|--|
| Responsible to | Coordinators, Active Schools Coordinators |
| Responsible for | Volunteers |

* Candidate's suitability will be measured by assessment in the following ways;
A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise[s]

| | Attributes | Essential | Desirable | Assessment |
|--|--|------------------|------------------|-------------------|
| Experience | | | | |
| 1 | Coaching groups of children and young people in sports and activities | X | | A I X |
| 2 | Working with inactive, disengaged and / or hard to groups of individuals | X | | A I |
| 3 | Successfully managing projects | | X | A I |
| 4 | Supporting and mentoring coaches, volunteers and other deliverers | | X | A I |
| Skills, Abilities and Knowledge | | | | |
| 5 | Demonstrate a knowledge and understanding of the aims of the Active Schools Network and the benefits of sport and physical activity. | X | | A I |
| 6 | Ability to coordinate and monitor elements of the Active Schools programme. | X | | A I |
| 7 | Knowledge of the Poverty Related Attainment Gap agenda | | X | A I X |
| 8 | Well organised | X | | A I X |
| 9 | Customer focussed | X | | A I X |
| 10 | Understanding of Health and Safety principles and working to Health and Safety procedures. | X | | A I X |
| 11 | Good Leadership skills | X | | |
| Interpersonal and Social Skills | | | | |
| 12 | Ability to communicate and motivate inactive, disengaged and hard to reach groups of children and young people | X | | A I X |
| 13 | Ability to work flexible hours | X | | A I |

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|------------------------------------|--|---|---|-------|
| 14 | Ability to work on own initiative | X | | A I |
| 15 | Behave in a consistent and reliable manner whilst ensuring that everyone is treated fairly and with respect | X | | A I X |
| 16 | Demonstrate a drive and desire to improve performance and deliver better services. | X | | A I |
| 17 | Ability to value and promote equality and diversity within Active Schools and with partners | X | | A I X |
| Qualifications and Training | | | | |
| 18 | Educated to Degree level | | X | A |
| 19 | Relevant National Governing Body UKCC Level 1 (or equivalent) Qualification | X | | A |
| 20 | Relevant National Governing Body UKCC Level 2 (or equivalent) Qualification | | X | A |
| 21 | HSE Approved First Aid Certificate – Emergency First Aid At Work or willing to attend within 6 weeks of commencement of role | X | | A |
| 22 | Child Protection Training or willing to attend within 6 weeks of commencement of role | X | | A |
| 23 | Positive Coaching Scotland (PCS) Double Goal Coach Workshop or willing to attend within 6 weeks of commencement of role | X | | A |
| 24 | Disability Inclusion Training or willing to attend within 6 weeks of commencement of role | X | | A |
| 25 | Willingness to undertake further training | X | | A I |
| Other | | | | |
| 26 | PVG membership for Regulated Work with Children and Protected Adults or willingness to be obtained prior to a formal offer of employment | X | | A I |
| 27 | Driving license and access to a car | | X | A |

Prepared/Updated by: Grant Wilson – Active Schools Inclusion Manager

Date: February 2020