

Post Title	Project Activator
Division	Sport and Active Communities
Section	Active Schools / Community Sport
Location	Various

Responsible to	Lead Active Schools Coordinator / Community Sport Manager (as appropriate to project)
Responsible for	Any immediate reports

Job Purpose

- 1 To support, develop and deliver assigned projects within local communities, where the focus may be targeted groups (such as Care Experienced Young People), sports clubs or community organisations, ensuring their aims and objectives are achieved.

General Responsibilities

- 2 Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations.
- 3 Be aware of and committed to the equal opportunities' principles and practices of the company.
- 4 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.
- 5 Effectively recruit, deploy and manage any nominated staff, full or part-time, and volunteers, providing appropriate training to enable the team to deliver the various initiatives promoted by Sport Aberdeen and/or key partners.

Operational Responsibilities

- 6 Be responsible for the delivery of assigned projects, through a range of methods appropriate to the project, for example supporting individuals, sports coaching, delivering training sessions and mentoring.
- 7 Increase participation within assigned projects amongst identified target individuals, groups, sports clubs and organisations through bespoke sport and physical activity opportunities.
- 8 Develop close partnerships with key partners and stakeholders to ensure that projects are connected, as appropriate, to physical education, school sport, sports clubs and community sport, and contribute to wider outcomes such as the Changing Lives Approach, Positive Destinations and Reducing the Poverty Related Attainment Gap.
- 9 Be responsible for the completion of session registers, collection of appropriate data and provide reports as required.
- 10 Embed the ethos of prevention at the heart of all engagements with individuals of targeted groups.
- 11 Engage with key partners and stakeholders to increase the knowledge of and access to sport and physical activity opportunities available by targeted groups.

Methods of Working Expectations

The post holder will be expected to:

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

General Conditions

- 17 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].

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.

- 18 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 19 The Company operates a no-smoking policy.
- 20 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: Graeme Dale – Head of Sport and Active Communities

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