

Healthy Futures Health & Sports Officer

Job Description

Grade and Salary:	£18,200 – £20,020 pro rata (inclusive of London Weighting) Equivalent to £10 p/h - £11 p/h
Location:	London Boroughs of Tower Hamlets & Newham
Accountable to:	Healthy Futures Project Manager
Accountable for:	Volunteers / Coaches
Working hours:	30 hours per week
Length of Contract:	March 31 st 2011 (subject to funding + completion of 3 month probationary period)
Special Conditions:	Evening and weekend working, as required
Purpose of the Post:	To support in planning and delivering sporting and health related activities in Tower Hamlets and Newham

Main Tasks:

1. To plan, deliver and develop the Healthy Futures project in accordance with the governance document, policies and procedures of Osmani Trust.
2. To work with a range of children and young people primarily 8 – 19 year olds.
3. To continually monitor and evaluate all session activities and programmes and adapt future delivery accordingly.
4. To retain young people in sport by providing guidance on progression opportunities based on the young persons interests and abilities.



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5. To commit to a programme of continuing professional development (CPD) to ensure that the coaching provided is always of the highest quality.
6. To promote the principles of coaching to parents, teachers and others as required.
7. To be a positive role model at all times.
8. To maintain a wide range of appropriate volunteering opportunities and to assist young people in accessing these volunteering opportunities.
9. To challenge discrimination and inequality.
10. To adapt sessions to cater for differing ranges of ability.
11. To work as part of a coaching team, and to involve teachers, parents and volunteer coaches to ensure the ongoing continuation and expansion of locally based activities.
12. To respond to general enquiries and deal efficiently with any administration requirements resulting from the implementation of activities, e.g. provide basic monitoring information as required, production of activity registers.
13. To be willing and actively participate in personal development through attending training, meetings, and networking events as deemed necessary by the post.

General Duties:

The post holder shares with all colleagues the responsibility:

1. To plan, organise and attend social events as necessary and to work with the Osmani Trust team.
2. To work as part of the Osmani Trust team and to participate actively in Osmani Trust team meetings, team training events and teambuilding days, and to represent Osmani Trust at meetings and conferences.
3. To adhere to and implement Osmani Trust policies and procedures, including Equal Opportunities and Health and Safety Policies.

Special Conditions:

This post involves working with children/vulnerable adults and therefore if successful you will be required to apply for a disclosure of criminal records at an enhanced level.



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Healthy Futures

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Person Specification

Qualifications:	
A-Level or equivalent in health/ sports related course OR Level Two coaching certificate in any sport	Essential
Child Protection	Essential
First Aid	Desirable
Full driving license	Essential
Community and Youth Work qualification	Desirable
Range of Sports Leaders Award	Essential
Experience:	
At least two years experience providing coaching, sports administration and organising events and tournaments in an urban community context.	Essential
Understanding the needs of target groups including women and girls, black and ethnic minority communities, disabled people and people from areas of deprivation.	Essential
Using a flexible and creative approach to coaching	Essential
Supervising volunteers and assistant coaches	Essential
Organising/leading programmes of activity	Essential
Experience of monitoring and evaluation impact of sessions/ programmes.	Desirable
Experience of providing progressive coaching opportunities	Essential



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Knowledge:	
Good knowledge of sports development, leisure and recreation issues with regard to young people.	Essential
Good knowledge of issues affecting young people living in urban, multi-ethnic environments.	Essential
Ability to evaluate sessions and provide quality feedback to participants, coaches and volunteers.	Essential
Sports equity, child protection and welfare principles, policies and procedures.	Essential
Child Growth and Development.	Essential
Movement and Sport Literacy Development.	Essential
An understanding of player pathways.	Essential
School/ club links and the education sector.	Desirable



Skills:	
Ability to communicate both orally and written and networking skills with young people, the wider community and potential partners.	Essential
Excellent planning and organisational skills.	Essential
Self-motivated with the ability to motivate and enthuse young players, other coaches and volunteers.	Essential
Ability to manage a group of children/ young people effectively.	Essential
Conscientious, reliable and honest.	Essential
Ability to organise work under pressure and use your own initiative.	Essential
Able to deliver and adapt to a variety and range of environments and audiences.	Essential
Commitment and willingness to undertake training which will improve personal skills and enhance team performance.	Essential
Proven ability to work on your own initiative, to prioritise workload effectively, and to deliver projects to targets and deadlines using time management skills.	Essential
Ability to work independently and as part of a team.	Essential
Ability to remain calm, efficient and professional whilst working under pressure.	Essential
Patience and empathy with all children and young people.	Essential
A flexible attitude to work, willingness to work week days and weekends.	Essential
Ability to speak a community language (i.e. Bengali).	Desirable