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| **Role Title:** | | Casual Position -Inclusion Delivery Officer | **Department/Team:** | | | Social Inclusion and Community |
| **Reports to (Managers Title):** | | Social Inclusion Lead (Kicks Lead) | | | | |
| **Location:** | | Tigers Trust Arena | | | | |
| **Last update (date):** | | December 2021 | **Role Position No.**  **(HR to complete)** | | |  |
| **The Purpose of the role:** | | | | | | |
| Working with the Social Inclusion Team you will enable people to access and enjoy sporting and education activities within a youth and community setting. Offering opportunities either specific to their needs or as part of the Kicks Programme offer. The post holder will support the delivery of various sessions and activities both in a school and community setting on a casual basis. | | | | | | |
| **The role fits in the organisation here:** | | | | | | |
| Head of Programmes  Inclusion Team Leader  Social Inclusion (Kicks) Lead  Inclusion Delivery Officer | | | | | | |
| **Key facts & figures of the role: Key accountabilities** | | | | | | |
| * Support the development and delivery of the Trust’s Integrated Programme Delivery * Deliver a high-quality services ensuring activities meet the needs of the participants and partner organisations * Liaise with colleagues to ensure all Trust activities are inclusive * Maintain positive and meaningful relationships with participants and their families and carers, and other stakeholders such as schools, youth clubs, hospices, residential homes etc * Use the Trust online monitoring and evaluation system to collate information and evidence to demonstrate the number of participants involved and the impact made, including collecting participant details. * Risk assess all activities and manage accidents or incidents according to policy * Ensure equality and eliminate any direct or indirect discriminatory practices and behaviour * Ensure compliance with relevant policies and procedures – Data Protection, Health & Safety, Safeguarding etc. * Work hours in the evening and weekends. * Undertake additional duties as required. | | | | | | |
| **Key Relationships of the role:** | | | Social Inclusion Lead (Kicks Lead) | | | |
| **Pay:** | | | £12 per hour (plus holiday pay) | | | |
| **Direct Reports:** | | | N/A | | | |
| **What is needed to be successful in this role (Person Specification).**  **Core Competencies:** | | | | | | |
| * **Build Realistic Plans and Coordinate Execution** – Clearly communicates to others then drives for results; tracks/measures impact and refines outcomes where required. * **Establish Trust** – Honours commitments/promises made to internal and external stakeholders. * **Use Financial Data and Make Sound Decisions** – Evaluates risks effectively then executes actions in a timely manner. * **Meets Stakeholder Needs** – Continually searches for ways to improve service; seeks and acts upon feedback; develops knowledge of the area of work. * **Think Creatively** – Approaches problems with a curiosity and open-mindedness; creatively integrates different ideas and perspectives; stimulates creative thinking in others; generates innovative ideas and solutions to problems; challenges the status quo. * **Impact & Influence** – Projects a positive attitude through transmitting personal confidence and authority; able to communicate and influence effectively in different settings, across different functions, hierarchies, informal and formal, in both written and face to face meetings; confident presenter. | | | | | | |
| **Personal Qualities:** | | | | | | |
| * An empathy for the ‘social inclusion’ agenda and working people and communities in a diverse range of environments * Excellent interpersonal skills and proven ability to work within a team * Self-motivated and an ability to work on own initiative * Excellent time management and an ability to prioritise key tasks * Excellent attention to detail with regards to planning and preparation, and a desire to constantly develop professionally | | | | | | |
| **Qualifications/Training:** | | | Essential:   * Full UK Driving License (including access to own transport)   Desirable:   * Youth and Community Level 3 or experience delivering within a youth and community setting * Safeguarding Children and Vulnerable Adults certificate * Emergency First Aid certificate * Qualifications and experience in coaching/leading various sports, fitness, dance, outdoor and adventurous activities * Mental Health First Aid qualification   **PLEASE NOTE THE SUCCESSFUL APPLICANT WILL BE REQUIRED TO COMPLETE THE TRUSTS SAFEGUARDING CHILDREN AND VULNERABLE ADULTS TRAINING** | | | |
| **Experience:** | | | | | | |
| Essential:   * Experience of working inclusively with people with across a wide range of environments * Experience of working in a youth work setting   Desirable:   * Knowledge of health and safety requirements and experience of risk assessing activity | | | | | | |
| **Tigers Trust Vision & Mission:** | | | | | | |
| ***Inspired and integrated communities, living active, healthy and happy lives***  We dare to inspire, engage, and improve our communities, through sport, active participation and education; providing opportunities and removing barriers; supporting and raising aspirations and helping people to lead healthy and happy lives because we care and because we can. | | | | | | |
| **Core Values and Objectives:** | | | | | | |
| **Values:**   * **Fun** * **Ambitious** * **Inspiring** * **Respectful** * **Passionate** * **Inclusive**   **Key objectives:**   1. Inspire Communities- working to ‘inspire’ and raise the aspirations of our local communities through an inclusive and quality offer of sport and education activities and provision. 2. Improve Health and Well Being-improving the health and well-being of our local communities through activities which promote safe, healthy and happy lifestyles. 3. Create Pathways to Education & Employment Opportunities- creating the opportunity to raise educational attainment and promote a value of lifelong learning, whilst increasing access to the ‘world of work’ through promoting opportunities to interact with employers and entrepreneurs. 4. Connect and Collaborate with Key Stakeholders- maximising impact and resources by delivering together for the benefit of the local communities. 5. Sustainable- Operate a financially sustainable and viable charity, working effectively with our Club, growing income and building strategic partnerships. 6. Build Capacity- of our charity through excellent governance, quality management and an effective integrated delivery structure. | | | | | | |
| Manager Sign Off: |  | | | Date: |  | |
| Employee Sign Off: |  | | | Date: |  | |
| **Safeguarding Statement**  Tigers Trust is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.  Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered ‘spent’ as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children’s barred list check) and references.  **Equality Statement**  Tigers Trust is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.  You may be expected to conduct yourself in other ways and undertake different duties which are is not limited and may be reasonably modified as necessary to meet the needs of the business. | | | | | | |