



Role Title:	Summer Programme Delivery Officer/s	Department/Team:	Social Inclusion & Community
Reports to (Managers Title):	Social Inclusion Lead		
Location:	Tigers Trust Arena		
Last update (date):	May 2021	Role Position No. (HR to complete)	

The Purpose of the role:

Working within our Social Inclusion (Kicks) Team and directly with our Summer Holiday Activity Co-ordinator, you will facilitate sporting and education activities and opportunities in line with both the wider Trust delivery and Citywide delivery programme throughout Summer 2021. You will support the delivery of various sessions and activities both in school and community settings throughout the holiday period. Our Summer 2021 programme aims to support high quality provision of inclusive physical activities and access to food across the City and enable children and young people to:

- Eat more healthy
- Be more active
- Take part in engaging and enriching activities
- Be safe and not isolated
- Have greater knowledge of health and nutrition
- Be more engaged with school and other services
- Have greater knowledge and awareness of holiday club provision

The Summer Holiday Activity period will cover July through to September, a minimum of 6 weeks initially and 30 hours per week. These positions will be paid at £12 per hour.

The role fits in the organisation here:



Key facts & figures of the role: Key accountabilities

- Support the development and delivery of the Kicks activity and Trust's Summer 2021 Programme Delivery and ensure it links and benefits from linking to wider Trust provision
- Deliver a high-quality service 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, their families and carers, and other stakeholders such as other providers, schools, youth clubs, 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, case studies, photographs and videos to provide the Co-ordinator with timely information
- Risk assess all activities and manage accidents or incidents according to the Trust policies and procedures
- Ensure equality and eliminate any direct or indirect discriminatory practices and behaviour



<ul style="list-style-type: none"> • Ensure compliance with relevant policies and procedures – Data Protection, Health & Safety, Safeguarding etc • Be prepared to adapt and flex in line with changing guidelines and programme requirements, which may mean working unsociable hours • Undertake additional duties as directed and required 	
Key Relationships of the role:	Summer 2021 Activity Co-ordinator Social Inclusion (Kicks) Lead Wider Trust delivery teams
Direct Reports:	N/A
What is needed to be successful in this role (Person Specification).	
Core Competencies:	
<ul style="list-style-type: none"> • 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:	
<ul style="list-style-type: none"> • An empathy for the ‘social inclusion’ agenda and working with people and communities in a diverse range of environments • Excellent interpersonal skills and proven ability to work effectively as part of a team • Self-motivated with an ability to work on own initiative as required in a changing environment • 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 • Proven ability to commit to delivering quality activities and results 	
Qualifications:	<p>Essential: Full UK Driving License (including access to own transport); Sports Leaders/Sport Coaching qualification and/or Youth & Community Qualification</p> <p>Desirable: 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, Youth & Community Work Level 2 (or proven to be working towards)</p>



Experience:

Essential:

- Experience of working inclusively with people with across a wide range of environments
- A minimum of 3 years experience of working in a youth & community work setting and/or community sports and physical activity setting delivering a quality programme as part of a team and / or on a one-to-one basis
- Proven experience of delivering high-quality activities which directly meet the needs of engaging participants in line with funder requirements and organisational values
- Proven ability to work with colleagues across the wider organization to ensure activities are inclusive and impactful
- Proven experience and ability to maintain positive and meaningful relationships with participants and their families and carers, and other stakeholders such as other providers, schools, youth organisations, residential homes etc
- Experience of using monitoring and evaluation systems to collate information and evidence for funders and stakeholders as required
- Experience of leading on sessions, risk assessing activities and managing accidents or incidents in accordance with organisational policies and procedures
- Knowledge and experience of working within a setting which embraces EDI (equality diversity inclusion) to proactively eliminate any direct or indirect discriminatory practices and behaviour
- Good understanding of the importance of and experience of adhering and complying with organisational policies and procedures EG. Data Protection, Health & Safety, Safeguarding etc.
- Experience of working in communities to support young people with localised issues such as anti-social behaviour, and youth violence etc.
- Proven ability to work flexibly in line with changing guidelines and programme requirements
- Undertake additional duties as directed and required

Desirable:

- Knowledge of health and safety requirements and experience of risk assessing activity
- Knowledge of other local youth organisations and support services
- Experience of strengthening communities by promoting and facilitating a culture of volunteering & social action
- Experience of supporting young people in volunteering pathways

Tigers Trust Vision:

Inspired and integrated communities, living active, healthy and happy lives

Core Values:

Fun	We believe fun should be central to all we do
Ambitious	We strive to be the best in everything we do
Inspiring	We seek to be positive role models in all we do
Respectful	We treat everyone with respect
Passionate	We care passionately about our community



Inclusive	We seek inclusivity in all we do		
Tigers Trust Mission:			
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.			
Manager Sign Off:		Date:	
Employee Sign Off:		Date:	
<p><u>Safeguarding Statement</u> 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.</p> <p><u>Equality Statement</u> 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.</p> <p>You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of company. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the business.</p>			