



EMPLOYEE SPECIFICATION

JOB TITLE: Sports/ Youth Work Apprentice

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p><b><u>Knowledge &amp; Experience</u></b></p> <p>An interest and awareness of the issues that affect young people, particularly from a specific and/or minority background.</p> <p><b>Basic understanding of computers</b> – the work with the young people is the most important thing we do, but if we don't record the right data and input it onto the funder's database then we get no more money – it's that simple!</p> <p><b><u>Abilities &amp; Aptitudes</u></b></p> <p><b>Team Work</b> - Demonstrate the enthusiasm and self-motivation to work effectively within a busy team</p> <p>Able to <b>build sound professional relationships with young people</b> through integrity and honesty</p> <p>A commitment to developing awareness of <b>equality issues</b></p> <p>A <b>passion</b> for working with young people and helping them to improve their lives and reach their full potential, developing and raising their aspirations and give them hope in a better future.</p> <p>A <b>commitment to achieving level 2/3</b> in Youth Work and/or Activity Leadership within 18 months of coming into the post.</p> <p><b>Willingness to learn</b> – Youth Moves is a learning organisation and your job will be to enthuse young people about the possibilities of their future, to do this you need to be a positive role model and to attend training and professional development to further your own skills and knowledge. We want you to be the best you can be and to deliver this message to the young people.</p> <p><b>Not wanting a 9-5 job</b> - understanding that young people have most time on their hands in the evenings, on weekends and during holidays so that is when the majority of our programme operates.</p>	<p><b><u>Knowledge &amp; Experience</u></b></p> <p>Relevant <b>voluntary experience</b>.</p> <p>Recent experience and/or completion of any of the following:</p> <ul style="list-style-type: none"> <li>- Sports or Dance Leaders Awards courses</li> <li>- Volunteering programmes</li> <li>- Accreditation awards e.g. ASDAN, Youth Achievement</li> <li>- Sports coaching</li> <li>- Schools coaching</li> </ul> <p><b>Understanding of the South Bristol area</b> and some of the challenges facing young people growing up in such an area</p> <p><b>Risk assessment and Health &amp; Safety Knowledge</b> – basic knowledge of how to ensure a session you deliver will be safe for participants, staff and the public</p> <p>Basic <b>Safeguarding</b> knowledge</p>
<p><b>SPECIAL CONDITIONS:</b></p> <p>The post holder will be expected to undertake and attend training courses to obtain the relevant qualification</p> <p>The post holder must be aged 16 or over, but under 24.</p> <p>The nature of your duties requires that you work at various locations around South Bristol including youth clubs, schools, street- based work, offices and other venues as required.</p> <p>This post is subject to satisfactory DBS (Criminal Records Bureau) enhanced level disclosure check.</p>	

## Job Description



<b>JOB TITLE:</b>	Sports/ Youth Work Apprentice
<b>LOCATION:</b>	The Park Centre, Daventry Road, Knowle
<b>HOURS:</b>	30 per week (one day of which will be on training/ college)
<b>RESPONSIBLE TO:</b>	Youth Worker

### MAIN PURPOSE OF THE JOB:

- To support the Youth Moves Team to plan, deliver and monitor a coordinated programme of high quality, professional youth work activities and opportunities for young people from across South Bristol. With a particular emphasis on sports coaching and opportunities for young people to participate in sports activities.

### DESCRIPTION OF ROLE:

- To prepare and implement well-structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centred on the needs of the participants.
- To assist and support other coaches and youth workers in delivering high quality youth work sessions.
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate in sport/ physical activity and our youth work provision.
- To provide support to other young people taking on volunteer roles where appropriate.
- To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.
- To carry out administrative duties as necessary eg maintain accurate attendance registers, and to add records to our Views database.
- To assist in the collation of statistics on all aspects of Youth Moves delivery
- Liaise with Line Manager to resolve any issues.
- Perform a risk assessment prior to the session, and ensure health and safety standards are met throughout the session.
- Working hours are likely to be unsocial and may regularly include evening and weekend work.
- To develop and maintain effective and positive working relationships with all partners and community organisations.