



# Community Coordinator

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**June  
2022**



# About Access Sport

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Access Sport is a national charity with a vision that no one should be excluded from the transformational benefits of community sport. We are on a mission to make inclusion the norm by tackling the access barriers faced by disadvantaged and disabled young people.

We do this by training, equipping, and supporting community sports clubs, organisations, and volunteers to provide inclusive programmes, unleashing their potential to transform the lives of underserved young people in their local communities.

In 2021/22 Access Sport engaged over 8,000 disadvantaged and disabled young people, with a strong representation from ethnically diverse communities, girls, and previously inactive young people.

## Our Vision

No one should be excluded from the transformational benefits of inclusive community sport

## Our Mission

We unleash the untapped potential of community organisations to make sure no one is excluded

# Why we exist

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Disabled young people and those from deprived backgrounds have poorer life chances than their peers, with millions feeling isolated, facing mental health issues, struggling at school or unemployed.

Very often these young people have little or no access to sport or physical activity, and yet sport and physical activity can bring transformational benefits to their lives as well as those of their families and carers.

# How we work

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We train, equip and support community sports clubs, organisations and volunteers to provide inclusive programmes, unleashing their potential to transform the lives of underserved young people in their local communities. We use the expertise gained through this work to effect system wide change.

- Changing Places is our place based multi-sport work. We have teams on the ground in London, Bristol, Oxford and Manchester and are expanding into new locations.
- Changing Sports is our sport specific, multi-location work. Target sports include cycling, hockey, basketball and tennis with more, including rugby, in development.
- Access Sport's Inclusive Club Network is a national network of clubs supported through our Changing Sport and Changing Places programmes.

See some examples of the community clubs and young people we support:

- [GEM Boccia Club Video](#)
- [Flyerz Hockey and Covid-19 Video](#)

# Our Values

Our mission to transform lives through sport inspires and motivates our team. Our five core values define our way of working and are what make us distinctive:



## Inclusive

We believe that everyone should have equal opportunity to access the benefits of physical activity and sport in their local community



## Passionate

We are passionate about transforming lives through sport and determined to have a lasting impact



## Empowering

We empower communities and individuals from deprived areas to provide transformational sporting and personal development opportunities



## Innovative

We are ambitious, creative and forward-thinking, bringing new initiatives and ideas to the sector



## Honest

We are open, transparent and trustworthy – always holding ourselves to the highest standard of integrity

# Staff Benefits

Access Sport is an exciting and dynamic place to work. No two days are the same. There are opportunities for team members to get involved in all aspects of the charity, from the delivery of our programmes on the ground, to fundraising, events and advocacy. We are committed to being supportive and enjoyable place to work.



## Employee Assistance Programme

Access to a 24/7 confidential helpline, counselling services and online information

## Annual Leave

25 days annual leave (plus bank holidays and time off between Christmas and New Year), after two years of continuous service this increases to 26 days and after five years to 28 days





# Continued



## Healthy Living & Wellbeing Employer

We welcome staff to embed regular exercise into their daily work lives, monthly 'Wellbeing Wednesday' activities and team days

## Flexible Working & Family-Friendly

Flexible working and family-friendly arrangements, including working from home and flexibility around caring responsibilities



## Cycle to Work Scheme

Cycle to Work Scheme, saving up to 39% off a new bike and accessories

## Pension

Access to the Government opt-in workplace pension scheme



# Case Study

## Yoga Time with Emma

Support for the whole family

Access Sport's Changing Places Bristol programme is on a mission to support local community organisations to open their doors to disadvantaged and disabled young people so they can enjoy the benefits of physical activity. To date, our Bristol programme has specialised in disability inclusion, where we have become highly respected leaders and work closely with several key local partners.

We have supported local yoga instructor Emma to deliver inclusive yoga sessions in South Bristol since October 2021. Encouraging parents to join in with their children, it has become a haven for families.

Continue reading on the next page.



# Case Study

## Yoga Time with Emma

Support for the whole family

*"My daughter is 11, autistic with a PDA profile, has Tourettes and undiagnosed ADHD too. She's never been able to continue any activity outside of school, due to demand avoidance, super high anxiety and difficulty attending anything without me.*

*She absolutely loves yoga with Emma, sometimes she manages to join in and follow the guidance and sometimes has to do her own thing, but Emma is brilliant with her - doesn't take anything personally and tries to involve her in choices without any pressure.*

*This is one of the very few environments my daughter feels comfortable not to mask, she can be herself, which is huge for her in her process of 'unmasking' after years of feeling she had to try to fit in!*

*My 7 year old son (undiagnosed ASC/ADHD) loves it too, he enjoys the poses and tries really hard to stay focused.*

*I really appreciate being in an environment where I feel supported and not judged as a parent, and get a bit of exercise as well! Thank you for offering this, and huge thanks to Emma for being so flexible and understanding!"*



# Role & Responsibilities

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# Job Description

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Access Sport is looking for a Community Coordinator to support our growing Changing Places Programme team in Bristol. The Community Coordinator will work closely with our Changing Places Project Manager to support the delivery of our work in Bristol, with a focus on the continued development of our disability inclusion work in the city. As our programme grows in Bristol there will also be opportunities to contribute to the development and delivery of our wider social inclusion work.

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- Job Title: Community Coordinator
- Salary: £22,000 - £24,000 gross
- Hours: 37.5 hours per week, full-time
- Contract: Permanent
- Location: Location – Hybrid working
- 2-3 days in the Bristol office or attending meetings / club visits
  - 2-3 days homeworking
  - Bristol Office: Origin Workspace, 40 Berkeley Square, Bristol, BS8 1HP)

# Responsibilities

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## Delivery

- Effectively engage, inspire and support local community clubs and/or organisations in the wider Bristol area to engage disabled people and non-disabled people into sport and physical activity.
- Deliver Access Sport's YMCA endorsed Disability Inclusion Training in-person and online; upskilling volunteers to adapt and deliver inclusive sport and physical activity.

## Partnerships

- Assist community organisations to build local partnerships, e.g. local SEND schools, disability organisations and youth clubs.
- Support the development of the Ignite Bristol Network, encouraging greater connectedness and collaboration between the sport, disability, health and education sectors.

## Project management

- Work alongside the Project Manager to support the planning, delivery and administration of the project.
- Carry out regular visits to clubs (often on evenings or weekend) to help the team better understand the club's needs and aspirations.
- Organise outreach/events to bring together schools and communities to celebrate inclusive sport and physical activity.
- Utilise digital tools and social media to share updates on project developments.

## Monitoring and evaluation

- Assist with the monitoring and evaluation requirements for the programme, using online monitoring platforms such as Upshot.
- Ensure prompt collection of registers from clubs and volunteers using our in-house surveys.
- Contribute to internal reporting requirements such as creating case studies, films and news stories for website/social media.
- Support the wider team to develop best practice and resources from learnings and insights.

# Person Specification

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## What we're looking for:

- A passion for empowering and inspiring disadvantaged and disabled young people to reach their full potential through sport.
- An understanding of the importance of safeguarding
- The ability to communicate with a diverse audience

## Understanding and/or experiences in some of the following:

- Working with local community sports clubs
- Working within the sport, disability, health, education and/or youth sectors
- Coaching sport/ physical activity
- Working with disabled young people
- Volunteering at a charity, community group or sports organisation

## Personal attributes:

- Enthusiasm, energy and willingness to meet challenging demands and work to deadlines
- Self-motivated and able to use initiative
- A personal commitment to Access Sport's vision and values

# Additional Information

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## Flexibility

In order to work effectively in a changing environment, flexibility is required from the post-holder. Any other tasks that may be requested will be at the same level of responsibility and terms and conditions of employment. The role will require frequent travelling across Bristol, as well as regular visits to other Access Sport locations. The post-holder should be flexible to working some evening and weekend work in accordance with the demands of clubs and events.

## Equal Opportunities

We welcome and encourage applications from people of all backgrounds. Access Sport is committed to creating an inclusive culture, through fostering a diverse workforce where everyone feels like they belong, differences are valued and everyone can reach their potential. We are actively seeking to diversify and to create a workplace that is welcoming for all, ensuring that our workforce is representative of wider society and the communities we support.

## Background Check

As this role involves working in a regulated environment with young people any offer will be conditional to satisfactory background checks which includes a criminal record check with the Disclosure and Barring Service and two references.



# How To Apply

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**Closing Date: 12pm, Monday 11th July 2022**

To apply for the role, please email [careers@accesssport.org.uk](mailto:careers@accesssport.org.uk) and attach:

1. A copy of your CV
2. A covering letter that explains why you would like the role and demonstrates that you have the required skills, experience and personal attributes (no longer than 2 pages). Alternative formats welcomed e.g. video or audio.
3. A completed Equal Opportunities Monitoring Form, which can be found here: [www.accesssport.org.uk/join-the-team](http://www.accesssport.org.uk/join-the-team)

Candidates who have been shortlisted for interview will be notified by 15th July 2022. First interviews are currently due to take place w/c 18th July 2022.

If you have any questions or would like to have an informal discussion about the role please email [lizzie.edgecombe@accesssport.co.uk](mailto:lizzie.edgecombe@accesssport.co.uk) or call 0117 450 9805

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## Data protection

Access Sport CIO will only process and store your personal information (this means any information that identifies or could identify you) for the purposes of recruitment, after which it will be securely disposed.