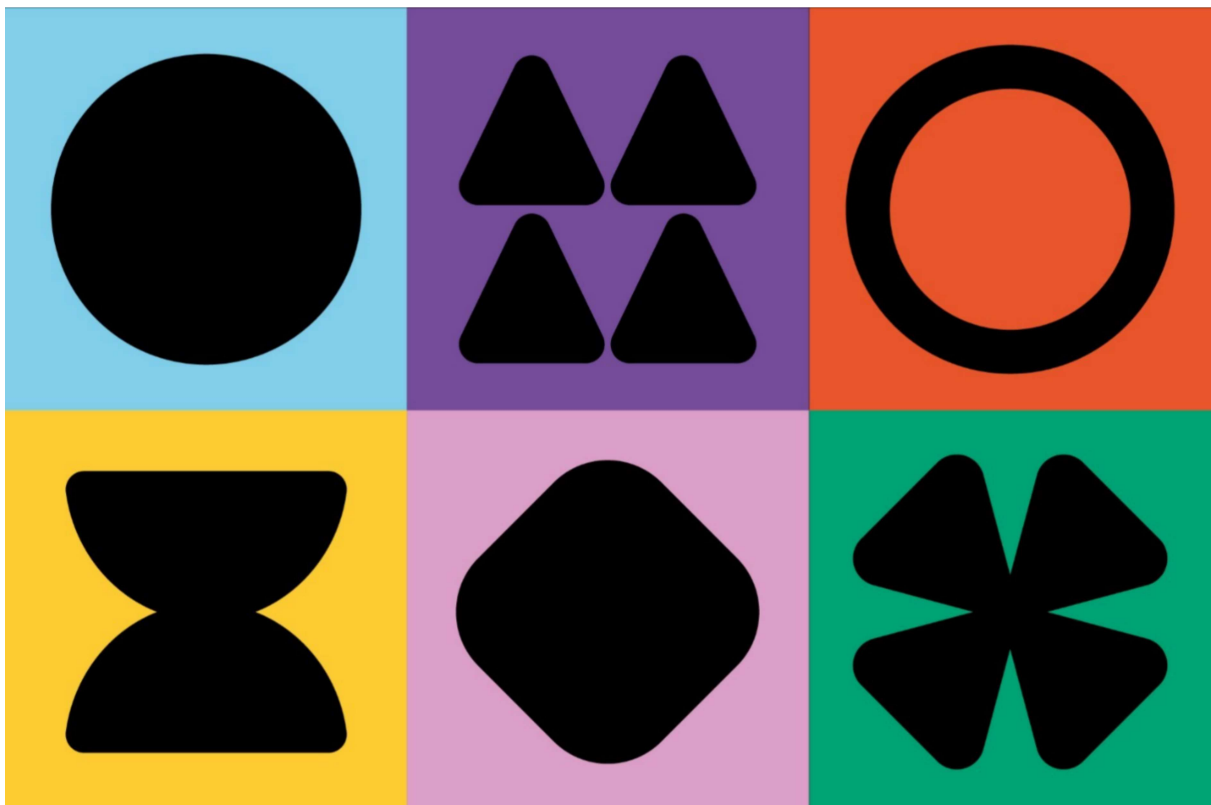




Community Coordinator - Changing Places, Bristol

March 2024



1. Role summary

Job title	Community Coordinator
Reporting to	Senior Development Manager
Salary	£24,000 FTE
Hours	37.5 hours per week, full-time
Contract	Permanent
Location	Hybrid working. Minimum 2 to 3 days in Access Sport's Bristol office - Origin Workspace, 40 Berkeley Square, Bristol, BS8 1HP.

2. About Access Sport

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 in community sport 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.

This work is either place based (Changing Places) or sport focussed (Changing Sports). All the clubs we support are invited to join our Inclusive Club Network.

In 2022/23 Access Sport engaged over 11,000 disadvantaged and disabled young people, with a strong representation from ethnically diverse communities, girls, and previously less active young people. A number of videos showcasing our work can be found on our [YouTube channel](#). These include a recent [multi-sport festival](#) in Bristol, a new [bike park](#) in Stockwood and our [Flyerz Hockey](#) programme activity during Covid.

3. Role purpose

Summary

Access Sport is looking for a new Community Coordinator within our growing Changing Places team. This is an exciting opportunity to support the growth of our work across Bristol and deliver on our ambitious growth strategy, with a strong focus on making sport more inclusive and accessible for disabled children and young people in deprived communities.

The post holder will support, train and equip community clubs to offer inclusive opportunities. This will include training and upskilling clubs and supporting them through their club development journey, organising taster sessions and events, promoting opportunities to new participants and connecting with the local communities and partners.

Community sport has many benefits for disadvantaged and disabled young people including improving their physical and mental wellbeing, life skills and prospects, sense of belonging and community engagement. However disabled people are half as likely to be active than non-disabled people, and a third of children in Bristol live in poverty.

There will be the opportunity for this role to support our social inclusion work in the city and the development of our Young Leaders work, in addition to working with our new Youth Voice Group – a diverse group of young people who will help inform and refine our work.

Responsibilities

Delivery

- Support the development, growth and sustainability of community sports clubs and groups to enhance their offer to engage and empower more disabled children and young people in Bristol, contributing towards Access Sport's ambitious Stand for Inclusion Growth Strategy.
- Carry out regular visits to clubs, during evenings and weekends when required, to build relationships and better understand their needs and aspiration.

- Deliver Disability Inclusion and Neurodiversity Training to community clubs and volunteers.
- Provide clubs with equipment, advice and toolkits.
- Collaborate with the Bristol Development Manager to promote and develop inclusive opportunities with the local community.
- Assist community sports clubs to build relationships with other local organisations. E.g. schools, youth clubs and community organisations.
- Support and plan events such as the Inclusive multi-sport festivals.
- Contribute to promotion and marketing materials to promote inclusive sessions to the local communities.

Monitoring and Evaluation

- Assist with the monitoring and evaluation requirements for the disability programme, using online monitoring platforms such as Upshot and Donorfy (training will be provided).
- Collect attendance registers from community clubs, coaches and volunteers.
- Help gather content for internal and external reporting purposes, including case studies, films, and news stories.

Partnerships

- Develop relationships with clubs, community groups and various local organisations.
- Build new relationships with local partners, schools and community organisations and collaborate.

4. Person specification

Skills/ experience

Essential

- Experience of supporting, volunteering or helping out at local community sports clubs or teams.

- A passion for empowering and inspiring underserved and disabled groups to reach their full potential through sport.
- An understanding of the barriers that may affect participation in community sport.
- Understanding the importance of safeguarding and child protection (training will be provided).
- Strong written and verbal communication and an ability to communicate with a diverse audience.

Desirable

- Lived experience of one or more of the underserved communities we support i.e. D/deaf, disabled, neurodivergent, women and girls, ethnically diverse communities and low-socio economic backgrounds.
- Experience of working with or coaching young people from our target groups; less active, disabled young people and young people from the most deprived communities.
- Experience of working in, or knowledge of the sport sector.
- Coaching instructor qualifications or experience delivering sport sessions to young people.

Personal attributes

- A passion for Access Sport's cause and empowering underserved and disabled children and young people to reach their full potential through sport.
- A personal commitment to Access Sport's vision and values.
- Self-motivated, able to use initiative, and a highly flexible approach to work.
- Proactive and adaptable - ability to think creatively and use initiative to achieve outcomes.
- Reliable and hardworking with the confidence to work independently.
- A strong team player with good interpersonal skills.
- Committed to continuing personal and professional development.

In addition:

- The post holder must have the right to work in the UK.
- The post holder must be able to travel to locations across Bristol.
- There will be some requirements to work on evenings or weekends, for which TOIL (time off in lieu) can be taken.

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 create a workplace that is welcoming for all, ensuring that our workforce is representative of wider society and the communities we support. If you need any adjustments to the recruitment process, at either the application or interview stage, please contact us - details in section 6.

We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS). If you wish to apply under our GIS, please indicate this in your cover email. For more information, please visit our [Join the Team](#) page.

Background checks

As this role may, at times, involve 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.

5. Staff benefits

Access Sport is an exciting and dynamic place to work. We pride ourselves on being a close-knit and well-supported team with a clear sense of purpose, delivering real impact. Inclusion is at the heart of everything we do.

We are committed to supporting the development of our team members and, should you wish, there are opportunities for team members to get involved in different aspects of the charity, from the delivery of our programmes on the ground, to fundraising, events and advocacy.

Staff benefits include:

- 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.
- Healthy Living and Wellbeing Employer - We welcome staff to embed regular exercise into their daily work lives, encourage well-being focussed initiatives and have quarterly all-team days.
- Hybrid working and family-friendly - Hybrid working arrangements which are family-friendly and provide flexibility around caring responsibilities.
- New Mums and Dads, including adoptive parents, can take enhanced maternity and paternity leave.
- Cycle to Work scheme - Cycle to work scheme, saving up to 39% off a new bike and accessories.
- Group Life Assurance for all staff on payroll.

6. How to apply

The closing date for applications is Monday 8th April 2024.

To apply, please email Careers@AccessSport.org.uk and attach:

- A copy of your CV.
- 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 are also welcomed e.g. video or audio.

- A completed Equal Opportunities Monitoring Form, which can be found here: www.AccessSport.org.uk/join-the-team.

Candidates who have been shortlisted for an interview will be notified by Friday 12th April. The first interviews are currently due to take place during the week commencing 15th April.

If you have any questions or would like to have an informal discussion about the role, please email Sue.Wheeler@AccessSport.org.uk.

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.