

Job description

Job title: Arts/Sports Assistant
Grade: 3
Job reference: IC710
Job family: Information & Culture

Purpose and impact

To encourage participation in sports and physical activity, to support projects that increase both access to and quality of provision, and help strengthen the infrastructure of organisations providing sport opportunities for people in West Dorset.

To deliver high quality sports and activity sessions to a wide range of groups and individuals as part of the district councils outreach sports service. To support children who are disabled to take part in arts and sports activity.

Key responsibilities

- Deliver high quality sports leadership and supervision at active sessions to a range of different groups in various locations.
- Following health and safety standards and procedures as instructed by contracted sports development staff.
- Follow instructions from contracted staff regarding the times, locations and aims of the sessions.
- Work with the hiring organisation and colleagues on the day to ensure that the session meets objectives.
- Support children who are disabled to fully engage in the workshop activity.
- Drive Action Van when required and if appropriately trained.

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Other factors

This role requires a DBS check.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under '[Working for Dorset Council](#)'.



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1. Safeguarding children and vulnerable adults	
Experience	
2. Taking part in sport	
3. Working in a team	
4. Experience of working with children, (the Arts Assistant also requires experience of working with children with disabilities).	
Skills, abilities & knowledge	
5. A reasonable standard of literacy and numeracy to be able to plan sessions as well as follow written plans and instructions.	
6. Able to help lead sports sessions to groups	
7. Ability to analyse situations and create solutions to problems	
8. Good communication skills	
9. Aware of health and safety, ideally in a sports environment and when working with young children	
10. Understanding of health and safety	
11. Effective interpersonal skills	
Behaviours	
12. Responsibility	
13. Respect	
14. Recognition	
15. One Team: Collaboration	

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
16. Sports Assistant: A sports leadership award or experience of running sports or activity sessions.	
Experience	
17. Experience in working with children who are disabled	
18. A qualification/experience in teaching/childcare/occupational health is desirable.	
Skills, abilities & knowledge	
19. Arts Assistant: A knowledge of basic Makaton is required for the Artz+ Assistant with an ability to use pictures and gestures.	
Other	
20. Driving licence and ability to drive a large vehicle.	

Approval			
Manager	Sarah Davies	Date	29 July 2019

