

# Job description

Job title:	Artz+ Team Leader
Grade:	7
Job evaluation reference:	IC717
Job family:	Information & Culture

## Purpose and impact

To lead and deliver high quality sessions to a wide range of groups and individuals as part of the Artz+ Sportz+ programme. To provide arts and sports activity at a variety of community venues across the county supporting children who are disabled to take part in arts and sports.

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.

## Key responsibilities

- Lead and deliver high quality coaching and supervision at sessions to a range of different groups in various locations.
- Follow health and safety standards and procedures as instructed by the Sports Development Officers.
- Follow instructions from the Cultural Development Officers 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.

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

A DBS check is a requirement of this role.

## 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.

<b>Qualifications/ training/registrations</b>	
Required by law, and/or essential to the performance of the role	
1. Safeguarding children and vulnerable adults	
2. First Aid	
<b>Experience</b>	
3. Artz+ Team Leader: Working in a team (at school setting or in community activity)	
<b>Skills, abilities &amp; knowledge</b>	
4. Effective communication - with individuals, groups and with colleagues to help plan, set up, run and review sessions.	
5. Problem solving – able to make decisions and use own discretion to ensure activities are safe and enjoyable.	
6. Adaptable – be able to adapt activities to ensure sessions meet the needs of the group, particularly for disabled participants.	
7. Effective coaching skills - to run sessions for various ages and abilities.	
8. Physically fit – able to stand for up long periods, keep up with activities and support children if appropriate.	
9. Policies and guidance – have a reasonable understanding of policies and guidance associated with the delivery of sports particularly those relating to safeguarding.	
10. Knowledge of health and safety, in a sports environment and when working with young children.	
<b>Behaviours</b>	
11. <a href="#">Respect</a>	
12. <a href="#">Responsibility</a>	
13. <a href="#">Recognition</a>	
14. <a href="#">One Team: Collaboration</a>	
<b>Other</b>	
15. Punctual and reliable – be available for sessions take place at specific times.	

<b>Approval</b>			
Manager	Jude Allen	Date	October 2019