

<b>SECTION</b>	<b>HR</b>
<b>POLICY /PROCEDURE</b>	<b>Job Advert, Job Description &amp; Person Specification</b>
<b>DATE OF ISSUE</b>	<b>04/01/2023</b>
<b>DATE OF REVIEW</b>	<b>N/A</b>

**Organisation:** Club Doncaster Foundation

**Position:** Participation Apprentice

**Responsible to:** Sports Development Officer

**Responsible for:** Health & Wellbeing Programme

**Starting Salary:** National Apprenticeship Rate of Pay

**Contracted hours:** 37.5 hours per week

**Type of contract:** 18 Months

**Location:** Eco Power Stadium, Stadium Way, Doncaster, DN4 5JW and various partner sites across Doncaster

**Closing Date:** On Going

**Interviews:**

**Start Date:** TBC

**General purpose of the post:**

This post will take an active role in supporting the delivery of our School Sport Provision and Kicks Programme. The role offers a great opportunity to support the delivery of a range of provision, improving lives across the Borough, inclusive of; school sport delivery, match days, Kicks Programme, gym cover, holiday camps and disability sessions.

**How to apply:**

Please send a CV and covering letter detailing your suitability for the role to [nic.moran@clubdoncasterfoundation.co.uk](mailto:nic.moran@clubdoncasterfoundation.co.uk)

If you have any questions about the role, please contact Nicola on the email above.

**Important information**

The mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Club Doncaster Community Sports & Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Employment will also be subject to two satisfactory written references.



<b>Department:</b>	Community
<b>Job Title:</b>	Participation Apprentice
<b>Salary:</b>	National Apprenticeship rate of pay
<b>Contract type:</b>	18 months
<b>Hours:</b>	37 ½ hours per week The candidate will be required to have a flexible approach to working hours, including evening and weekend delivery, as necessary
<b>Responsible to:</b>	Sports Development Officer
<b>Location:</b>	Eco Power Stadium, Stadium Way, DN4 5JW
<b>Regular working hours:</b>	Office hours are Monday to Friday 8.00am – 9.00pm. With this post there will be weekend and evening work as part of our programme delivery.

**Purpose of the post:**

This post will take an active role in supporting the delivery of our School and Extra Curricular provision. The role offers a great opportunity to support the delivery of a range of provision, improving lives across the Borough, inclusive of; School Sport provision, Kicks, SEND sessions, Holiday Camps and match days.

**Key Duties and Responsibilities:**

- To support the planning and delivery of the Participation programmes.
- To contribute to the welfare and safeguarding of participants.
- To work with participants to develop behaviour/positive lifestyle changes.
- To provide support to people who may not be engaging with positive activities (such as Fit Rovers), or community gym.
- To support the Participation team in the development of the growth of the department, inclusive of initiatives, future opportunities and project evaluation.
- To support the quality assurance processes in place to ensure we have the highest possible delivery.
- Support all administrative and monitoring processes relating to the assigned projects by ensuring all data is recorded accurately on the relevant data management system (views etc.).
- Carry out administration relevant to the role including registers, reports and retention and achievement data.
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Promote the brand identity and increase Club Doncaster fan base through community delivery.
- Act at all times with utmost good faith to the Club(s) and the Company.
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

## **Club Doncaster Staff competencies:**

### **Our Values**

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

### **Putting our clients first**

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

### **Getting things done**

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

### **Flexibility**

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high-quality service at all times

### **Communication skills**

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

### **Managing Self /Relationships**

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

## **Important information**

The above-mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Applicants must be able to travel independently

Club Doncaster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is may be subject to Enhanced Criminal Records Bureau (DBS) checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

<b>Personal Skills and Characteristics</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment (List Code Below)</b>
<b>Experience</b>			
An interest in pursuing a career in Sports coaching or Health and wellbeing	X		AF/I
Sports Leaders Course or an NGB coaching qualification (NGB Level 1)		X	AF/I
Excellent written and verbal communication skills		X	AF/I
Ability to plan own workload and prioritise	X		
Ability to self-motivate and work independently	X		
<b>Special Skills and Knowledge</b>			
4 ( A – G Grade) GCSE	X		AF/I
*Equivalent to grade 6 – 1 on the new tariff		X	AF/I
Equivalent to a level 1 in English and Maths	X		AF/I
*Equivalent to grade C – GCSE or 4 on the new tariff			
Be familiar with Microsoft office programmes	X		AF/I
An understanding of and a commitment to equal opportunities and safeguarding issues both in the work place and wider community	X		AF/I
<b>Personal qualities</b>			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines	X		AF/I
<b>Personal circumstances</b>			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently	X		I
<b>Physical Requirements</b>			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

\* AF = Application Form  
I Interview  
R Reference  
CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster is an equal opportunities employer.