**JOB DESCRIPTION**

**Job Title:** BSix College Volunteer Recreation Asst.

**Salary:** Free lunch and gift vouchers

**Hours of Work**: You will have a standard volunteering week of a minimum 5 hours

**Location**: BSix Sixth Form College, Kenninghall Road, E5 BP

**Responsible to**: Sports Academy Coordinator (Steven)

**Responsible for**: Facilitating sport enrichment activities and/or events.

**Contractual status**: 12-week placement

The Recreation assistant will support the facilitation and delivery of high quality events and programmes that engage young people in Physical Education and Enrichment Sport.

**Duties and Responsibilities:** The Recreation assistant will be expected to:

* Develop an understanding of BSix Enrichment and how we plan, promote and deliver our calendar of events
* Assist in ensuring that the necessary equipment is prepared for enrichment events
* Understand and follow procedures to ensure enrichment events are safe to participate in
* Develop communication skills to engage with college staff and motivate young people taking part in enrichment events
* Assist the Sports Coordinator in the monitoring and evaluation of enrichment events
* Work with the Sports Coordinator to ensure enrichment events are inclusive for all young people
* Promote and support Sports Enrichment
* Be a role model to inspire and motivate young people
* Support the development and delivery of physical activity programmes
* Promote fair play and good sporting behaviour

To always represent BSix Sixth Form College in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.

To be able to work flexible hours where the role of the job requires

Have an awareness and understanding of child protection and health and safety procedures

**PERSON SPECIFICATION DESCRIPTION**

1. **QUALIFICATIONS**

**Essential:**

* GCSE Maths & English

**Desirable:**

* Sports Leadership qualification or BTEC Sports L2 Certificate
* Governing Body of Sport Coaching Award(s) and/or other appropriate training

1. **EXPERIENCE**

**Essential**

* Experience of working/collaborating with young people

**Desirable**

* Experience of volunteering in sport
* Experience and knowledge of sports leadership
* Experience of working with local community clubs and organisations
* Knowledge of Health and Safety within sport

1. **SKILLS & ABILITIES**

**Essential:**

* Ability to follow written and verbal instructions
* Ability to complete basic paperwork
* Ability to recognise and report problems
* Ability to work with small groups of young people, carrying out specific tasks
* Ability to make straightforward decisions on when to refer queries/problems to another member of staff
* Ability to work independently or as part of a team
* Ability to develop positive working relationships with a variety of people
* IT and administration skills
* Oral and written communication skills

**Desirable:**

* Ability to communicate effectively with a wide range of audiences and sectors
* Ability to plan and prioritise what needs to be delivered
* Ability to take a problem-solving approach
* Ability to use Excel, Word and various databases

1. **PERSONAL QUALITIES**

**Essential:**

* A passion for sport
* Motivated and conscientious with a determination to succeed
* Reliable and approachable
* Good judgement and knowing when to seek advice or support
* A positive, “can do” attitude and flexible approach
* An understanding and commitment to equal opportunities, non-discrimination and accessibility

**Desirable:**

* A positive attitude towards professional development and their own learning
* Creative in problem solving situations together with a willingness to take on or try new approaches and ideas