

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	70186 - 70187
Post Title:	Senior On Track Leader
Unit/Team:	Sport and Recreation
Grade:	Grade D
Service:	Leisure & Wellbeing
Reports to:	On Track Coordinator
Issue Date:	November 2016

PURPOSE OF THE JOB

The Senior On Track leader will play a key role in the overall implementation and development of the community and school based programmes. The post holder will take lead responsibility for project areas such as youth clubs development, sports programmes and identifying opportunities for young volunteers. Other duties will include quarterly reports to funders, community associations, councillors and schools. The Post holder will also be responsible for managing small budgets and collating fees, costs relating to the project areas. The senior On Track leader will both lead and assist in the delivery of Planning; Preparation and Assessment (PPA) of our school's sports programmes. To provide accurate reports on pupil's abilities across the various sports as well as reporting on behaviour and attitude towards learning. The post holder will also lead on after school clubs demonstrating concise session plans and on-going monitoring skills. During the youth clubs and community based programmes the senior leader will need to identify key issues and concerns facing young people and develop strategies to support their learning.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To lead or supervise sports and recreational On Track activities
- 1.2 To ensure all relevant session planning, monitoring and evaluations are complete to a high standard.
- 1.3 To write grant or funding applications with a good level of success to help broaden young people's experiences through On Track's services.
- 1.4 To develop good relationships with sports clubs, schools and other youth groups to develop further opportunities
- 1.5 To produce quarterly reports for funders, schools, community groups, housing associations and councillors.

- 1.6 To engage in regular consultation with young people across all the On Track services.
- 1.7 To manage small budgets and collate money from parents and young people for fees and activities.
- 1.8 To have a good understanding of safeguarding, child protection, equity and diversity.
- 1.9 To actively delivery On Track's alternative education programme which targets pupils with barriers to learning, low self-esteem or anger issues.
- 1.10 To attend when required professional meetings for pupils or young people.
- 1.11 To attend resident associations meetings and provide accounts of On Track's Services.
- 1.12 To and actively feedback to weekly meetings with On Track's coordinator and development officer.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Regular communication and contact with the On Track management team to ensure a constant flow of communication about sessional groups and projects.
- 2.2 To be aware of Health & Safety legislation and ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and departmental guidelines for Best Practice.
- 2.3 To actively support all volunteers and less experienced workers during all activities.
- 2.4 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

To offer hands on support to volunteers and other workers less experienced.

4. FINANCIAL RESPONSIBILITIES

To manage small project budgets up to £1000, to handle fees and payments up £100

5. RESPONSIBILITY FOR ASSETS AND DATA

To ensure that all lost, stolen or damaged equipment is reported to On Track's management team in order to facilitate replacement or an investigation. To notify schools, community centre or the parks and WSC teams of any damage caused through On Track services.

6. EXTENT OF PUBLIC CONTACT

The post holder will be substantially be in contact with pupils and young people in both schools and the community on a regular basis. There will be an expectation that the post holder will need to liaise with the On Track management as well as the listed organisations.

Housing Associations

Compass (drugs and substance misuse support)

The Police and other partners attending Community Safety Partnership meetings

Warwickshire County Council's Social Services

Resident's and community associations

Schools

Venue and activity facilitators

Warwickshire County Council training facilitators

Community & Residents Associations

Training providers

Councillors

7. WORKING CONDITIONS AND ENVIRONMENT

The post holder will be based within the Sport and Recreation Section at the Town Hall, but will spend a proportion of the time away from the office delivering services, attending meetings or carrying out other duties. The role requires regular contact with the On Track management team and all On Track leaders who are working with a diverse range of young people both within a school and community setting. As a result the post holder must also be prepared to work evenings and weekends as and when necessary.

8. CORPORATE RESPONSIBILITIES

All officers have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting

Equality and Diversity

Health and Safety

Risk Management

Anti- Fraud

Data Quality and Data Protection

Business Continuity
Major Emergency Plan

Copies of the relevant rules and policy are available on the staff intranet or from your manager. In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

Post: Senior On Track Leader

For effective performance of the duties of the role the post holder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Knowledge of event/programme management, good organisational skills and understanding development processes for young people.	E	A,I
Knowledge and experience of procedures and practices for evaluation all sessions.	E	A,I
Good awareness of health and safety issues, safeguarding, child protection, risk assessments and confidentiality.	E	A,I
The ability to write funding or grant applications with a good success percentage	E	A,I
Ability to build constructive and interactive relationships with young people, schools, sports clubs and community groups.	E	A,I
Excellent verbal and written communication skills who is also computer literate.	E	A,I
Empathetic towards young people facing a number of issues	E	A,I
The ability to lead, motivate and inspire others.	E	A,I
Ability to work evenings and weekends where necessary	E	A,I
Must be able to provide own transport.	E	A,I,D
A minimum of 3 years' experience working with young people in a leisure, recreational or educational capacity	E	A,I
National Governing Body (NGB) sports qualifications minimum level 2, experience delivering sessions and producing session plan/ evaluations	E	A,I
Experience liaising with a host of different organisations, community groups, resident associations to support young people	E	A,I,R
Minimum of 5 GCSEs Grade C or equivalent, including English Language and Maths, plus relevant qualification to NVQ 2 level in Youth Work, Counselling or teaching.	E	A,I
Experience of dealing with challenging situations whilst coaching and producing tangible outcomes.	E	A,I
Able to work under own initiative and as part of a team.	E	A,I
A commitment to work within our CAN DO values	E	A, I

First aid certificate	D	A,I
An understanding of the work of various organisations committed to supporting young people	D	A,I
An understanding of Rugby's deprivation index and the issues faced within those communities.	D	A,D
Knowledge of issues regarding young people – e.g. substance misuse, youth crime and social exclusion	D	A, I
Experience of dealing with financial procedures and practices.	D	A, I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D