



Sports and Fitness Facilitator

Hours:	24.5 hours per week (must be available Mondays, Tuesdays, and Thursdays). Occasional weekend and evening work
Contract:	Permanent
Salary:	£28,948 - £31,611 pro rata per annum (Actual salary: £20,263 - £22,127) dependent on experience plus 5% pension contribution
Annual Leave:	28 days per year pro rata (increasing by one day per year until you reach a maximum of 33)
Location:	You will be based at Black Prince Trust, 5 Beaufoy Walk, Off Black Prince Road, Lambeth, London SE11 6AA
Line Manager:	Head of Volunteering and Community Services

About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and then helping them to achieve their aspirations. The majority of our students are people with learning disabilities and/or autism. We offer a range of training, employment, personal development, and leisure opportunities. Our focus is on social and economic inclusion of disabled people in the community through supporting them to be more independent, have better health and wellbeing, and move towards employment.

The role

You will be part of a small team based at our Vauxhall site working together to provide quality services to adults with learning disability and autism in Lambeth. You'll be responsible for organising and facilitating an exciting and inclusive sports and fitness programme across Share. You will coach a variety of sports and fitness sessions for adults with learning disabilities. Some are also autistic, have mental ill-health and physical and sensory health challenges. You manage existing partnerships and develop new and existing ones to diversify and grow our sports offer. And where specialised skills are required you will source coaches and work closely with our partners to deliver a range of sport and fitness opportunities for our diverse cohort of students.

Your activities will support our students to reach their goals – whether that's learning a new skill in basketball, getting active and improving their fitness, living more healthily, building confidence or developing their leadership and coaching skills. Activities will take place within the community as well as at our training centres. This post requires a flexible and proactive approach to work.

Who we are looking for

You will have a good understanding of the challenges faced by adults with learning disabilities and a strong commitment to the inclusion of disabled people in all aspects of life. Ideally, you be a qualified coach or willing to complete inclusive coaching training. You will have experience of planning and facilitating inclusive sport and fitness sessions and adapting sessions to meet a variety of needs, ideally for disabled adults. You will have excellent planning and time management skills, with the ability to create plans, manage partnerships and multiple bookings simultaneously. You will take a collaborative and empowering approach, working with students, partners and volunteers to plan and deliver person centred services. You will need to

be an energetic and flexible people person who is willing to step outside of their direct role responsibilities to support the team.

Main Responsibilities

- To plan, coordinate and deliver an exciting and creative programme of inclusive sport and fitness activities, which supports students' learning goals, health and social development
- Deliver coaching sessions which are adapted to a diverse cohort of students – e.g. older and younger groups of students and ensuring sessions are challenging, engaging and accessible to a group of people who may well have had poor opportunities to be physically active
- To develop positive rapport with the diverse students on our Sports and Fitness programme. This will include using aids to communication, including Makaton and using digital apps
- To develop awareness of sensory preferences and other needs to promote a positive and inclusive environment for individual students on the autistic spectrum
- Work closely with our existing partners and coaches to deliver the provision and broaden the scope of opportunities we offer to students, this includes our key deliver partner the Black Prince Trust
- Work to expand our local community and sport networks identifying and developing partnerships and opportunities with like-minded organisation
- Ensure delivery spaces are booked in a timely manner and managed appropriately through the booking system, ensuring invoices are accurate and within budget
- To support in assessing students' learning and health needs and contribute to designing each student's individual development plan and Student Star record, taking part in regularly reviewing them
- Follow Share's health and safety procedures and best practice, including carrying out risk assessments where required and ensuring the safety of students whilst attending sport sessions and trips
- To maintain a record of daily activities using various digital media such as photos and videos, and communicate progress at agreed intervals to support network, including reviewing and recording the students' progress on a monthly basis, and maintaining computerised student records
- Support the recruitment and retention of regular volunteers that support your groups, by following best practice as guided by the Volunteer Coordinator
- Contribute to and manage each student's portfolio of evidence
- To work as an active, supportive and flexible member of the Share Vauxhall team, as well as a collaborative member of the wider Share team
- Produce case studies to demonstrate the impact of our work
- To work at all times within a framework of equality of opportunity and in a way that values each student
- To undertake any training that may be required in order to fulfil the role as effectively as possible including courses to update knowledge in best practice in autism, Safeguarding of Vulnerable Adults, Makaton and Basic Food Hygiene
- To attend and take part in Share staff meetings, one-to-one meetings with your line manager, organisational events and external events as required
- To undertake any other tasks as may reasonably be required

Person Specification

Essential experience

1. Experience of facilitating sport and exercise sessions that enable people to acquire new skills, both social and practical, to foster a better understanding of their health and wellbeing
2. Experience of planning and coordinating inclusive sport or health and wellbeing activities, achieving targets, and ensuring a good attention to detail
3. Experience of identifying, building and maintaining positive relationships with a wide range of individuals, partner organisations, support networks and agencies on behalf of clients

4. Experience of having a busy and varied workload and achieving given deadlines

Essential Skills and knowledge

1. Excellent administration, organisational and time management skills
2. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook and Word), iPads, mobile technology and databases
3. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and session plans
4. Knowledge about best practice in autism and supporting adults with learning disabilities.
5. Great listening, communication and facilitation skills, including the ability to communicate with those who are non-verbal

Essential Personal Qualities

1. An understanding of what helps disabled people to become fully socially included, and a deep sense of justice and commitment to equality for all and belief that everyone has something to offer others
2. A strong team-player who enjoys working with others and can build good working relationships with staff, partners, volunteers, families/carers and members
3. Personal flexibility and the ability to work in a way that is adaptable, reliable and focused on the needs of each individual
4. The ability to solve problems creatively, explore options and manage tricky situations

Desirable

1. Experience of working with disabled people from diverse communities, including those with learning disabilities and autism, in an empowering way
2. Sports Coach qualification or equivalent
3. Current First Aid certificate
4. Proficiency in Makaton
5. Background in sport and health services

How to apply

We actively encourage applications from people from minoritised ethnic communities and with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

To apply for this role, please send us your CV and a cover letter addressing the three questions below:

1. What are three qualities that make you an excellent Sports and Fitness Coordinator?
2. What is your experience of facilitating sports programmes for adults with learning disabilities and autism?
3. How do you work as part of a team?

Please send us your CV and cover letter to hadmin@sharecommunity.org.uk.

If you would like to have chat about the role or visit us prior to applying, please contact a member of the HR team at hadmin@sharecommunity.org.uk

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment.

This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found on our website.

We look forward to receiving your application.

