**Sport and Youth Assistant**

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| Post | Sport and Youth Assistant |
| Location | The Madoch Centre, St Madoes, Perthshire |
| Position | Full-time |
| Duration | Fixed term 3 years |
| Hours | 35 hours per week – 1 weekend in 3, evening availability, time for development & training |
| Salary | £22,932 starting salary |
| Responsible to | Sports Outreach Officer |

The Madoch Centre, is a church centre open to the community all week. Under the direction of the Community Development Worker and Sports Outreach Worker, the Centre provides: drop-in facilities, social groups, support groups, a community inclusive sport and exercise programme, alongside other types of support such as a community transport service and access to food.

This new role has been created to enhance youth work and assist with the sports programme using sport and physical activity to engage with even more young people in the community. In addition, the successful candidate will have opportunities to support the church youth activities and to create stronger links between young people in the wider community and those who are involved through church.

Working as a charity, staff have varied roles and many more local adults engaging with the Centre sports programme has been the catalyst to expand the team. An integral part of this role will be working towards leading in children and youth sports, and the role will evolve to include assisting with adult sessions.

Opportunities to develop and train will be created and consistently encouraged. This will be supported by Madoch Centre staff and time protected for training courses. Training will include sports qualifications but could also cover youth work, community work or faith-based courses.

**Job Description**

**Responsibilities:**

* Developing youth opportunities in the local community
* Developing children and youth sports sessions
* Assisting with adult sports sessions
* Developing link between young people at faith-based sessions and those attending community children and youth sessions
* Support the day to day running of the Madoch Centre

**Tasks:**

* Train in Level 1 for at least one sport
* Work towards Level 2 in one sport (depending on previous experience)
* Gain Leader, or Assistant Leader qualifications in additional sports or in youth work
* Plan, assist, and deliver after-school and holiday children’s classes
* Plan, assist and deliver teen sports session, or youth club
* Assist with social sports – work towards leading specific sports sessions
* Learn Centre open & close routine – support centre team in set up and/tidy up of activities
* Cover some weekend private hires and coordinate rota of volunteers
* Lead on Duke of Edinburgh and Saltire volunteering schemes
* Promote opportunities for young leaders to gain qualifications to enable them to assist with children’s sports activities
* Work with church youth team to support or lead on various activities – for example: more active learning for children and families, youth outreach – linking community and congregation, discipleship for older young people.
* Contribute to collection of information for funding reports.
* Protected day per week further study and learning – Christian faith, and sports and/or youth work qualifications as agreed in personal development plan.
* Some weekend working and shift work required – afternoons and evenings required during the week, hours over the weekend (one weekend in three).

**Person Specification:**

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| **Qualifications** | **Essential** | **Desirable** |
| Qualifications and/or experience in sport, youth or community work | **✓** |  |
| Educated to degree level |  | **✓** |
| First Aid qualification (or to be gained in first 3 months) | **✓** |  |
| Driving Licence |  | **✓** |
| Membership of PVG scheme | **✓** |  |
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| **Skills and Abilities** |  |  |
| Ability to work effectively as part of a team  Planning, organising and prioritising effectively | **✓** |  |
| Computer literate –working knowledge of Microsoft packages including Outlook, Word, Excel | **✓** |  |
| Strong communication skills including written communication | **✓** |  |
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| **Personal Attributes** |  |  |
| Able to work on own initiative | **✓** |  |
| Approachable and helpful and able to relate to people of all ages and backgrounds | **✓** |  |
| Non-judgemental and confident to encourage others | **✓** |  |
| Demonstrate flexibility to accommodate needs of others | **✓** |  |
| An active Christian faith | **✓** |  |

*Funding is in place for 3-year project - the post will be on a fixed contract for 3 years.*

£22,932 per annum to be reviewed annually with inflationary increases – plus training allowance

Closing date: 30th May or when sufficient applications received.

Email: [anthea@madochcentre.com](mailto:anthea@madochcentre.com) for Job description or for further information

Applications made by letter (info@madochcentre.com) with CV including the names of two referees who will be contacted once permission granted by preferred candidate.

Interviews week by arrangement