

# Apprenticeships at HR Sports Academy



# Job Application Pack

## **HR Sports Academy Apprentice Sports Development Officer (Level 3)**

Thank you for your interest in the role of Apprentice Sports Development Officer at HR Sports Academy.

HR Sports Academy is made up of a team who are committed to collectively achieving the company's vision. Our sports leaders and coaches are passionate, energetic and ambitious role models for children and young people. They lead by example in terms of their approach, attitude and actions and encourage appropriate and acceptable behaviour by children.

The Apprentice Sports Development Officer will provide support for our Directors and our coaching team to enable us to meet the needs of children by providing well planned and executed sessions which engaging them in sports opportunities and encouraging them to participate regularly in sport.

We are looking for young people aged between 16 and 23 years old with a genuine passion for sport, who has had some practical experience in the sport industry and who is highly motivated. In return, the apprentice programme and our in-house expertise will ensure that we offer a valuable range of work experience.

Please read this pack carefully before applying. It includes:

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# About HR Sports Academy CIC

HR Sports Academy is a Community Interest Company dedicated to improving, increasing and promoting opportunities for children and young people in sport, fitness and physical activity. We want to ensure young people live healthy and active lives and be the best they can be by providing them with the best resources possible.

HR Sports Academy was created in July 2008 with the aim of reducing conflict within the London borough of Haringey by providing sporting opportunities that bring different groups of young people together. The success of our first event 'Camp Baller' revealed that many youths wanted similar coaching experiences within their school and more often throughout the year. As a result our role within the community has expanded to meet these needs and aspirations.

Our mission is to help build a brighter future for children and young people by enhancing the quality of their PE and sport experiences through the provision and promotion of a range of tailor-made sporting opportunities which enhance well-being and life chances.

Our vision is to become the leading and most trusted sport providers by demonstrating dedication and commitment to the quality of our services and ensuring the enjoyment, success, achievement and development of all our participants.



# Job Description

<b>Post:</b>	Apprentice Sports Development Officer
<b>Department:</b>	Sports Development
<b>Company:</b>	HR Sports Academy CIC
<b>Salary:</b>	£100.00 per week

## MAIN PURPOSE

The aim of the HR Sports Academy apprenticeship scheme is to enable individuals to learn skills specific to jobs roles within a community sports and fitness environment and to gain experience of working in those environments. Learning takes place on the job. Apprentices build their knowledge and skills in the work place, whilst at the same time gaining qualifications and making a contribution to HR Sports Academy's work for the benefit of the community.

The central aim is to increase participation in sport of all kinds, but sports development officers also address issues of health, crime and social inclusion, often working with organisations such as the schools, charities, sport national governing bodies (NGBs) and regeneration initiatives. They work in partnership with government bodies to deliver government sports initiatives

This apprenticeship is an essential part of everyday life in a sports organisation. Apprentices will play a key role in the delivery and development of sport, physical activity and PE. You will work as part of the HR Sports Academy team to plan, deliver and monitor a co-ordinated programme of high quality, professional coaching activities and recreational sessions which are progressive and reflective of the needs of the participants

This is an apprentice post and therefore the post holder will be required to undertake a range of qualifications and training appropriate to the role.

The list below outlines the principal duties and tasks related to this role. This is not intended to cover every responsibility since, by the nature of the role, the Apprentice Sports Coach will be expected to take ownership of the areas of accountability below and to develop it in line with the needs of HR Sports Academy.

## DUTIES

- Delivering sports coaching sessions as part of the HR Sports Academy's programme of activities.
- Supervising children and to help ensure that those participants are provided with a safe, enjoyable and learning focused sports session.
- To prepare and implement well-structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centred around the needs of the participants.
- To assist in identifying talented young people and encouraging further development via a number of different courses/opportunities.
- Assist in the delivery of coaching sessions.
- Increase Participation in Sport
- To provide leadership in Sport and Active Leisure
- Facilitate Community Based Sport
- Contribute to strategic development in Sport and Active Leisure
- To be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate in sport or physical activity.
- Maintaining an up-to-date record of all those participating in your sessions and activities.
- Delivering a programme of skills development, drills and small sided games in accordance with the objectives of the activity.
- Planning, co-ordinating, delivering and evaluating sports coaching sessions where required.
- Recording and reporting any injuries, accidents and suspicions or disclosures of abuse.
- Maintaining high ethical standards in coaching, ensuring they keep up-to-date with their knowledge, skills and qualifications and preparing all coaching sessions in advance.
- Working with and include other coaches you may work with in the preparation and running of each session.
- To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.
- To maintain current knowledge of relevant National Governing Body programmes, policies and practices.
- To carry out administrative duties as necessary e.g. maintain accurate attendance registers etc.
- Liaise with Sports Development Manager to resolve any issues.
- Perform a risk assessment prior to the session, and ensure health and safety standards are met throughout the session.
- Working hours some evenings and weekends, which peaks at the time of tournaments or other major events.
- To develop and maintain effective and positive working relationships with all partners and community organisations.
- Attending HR Sports Academy meetings and report on progress.
- Offering the feedback on the organisation and degree of success of the sessions you are delivering.

- Manage own resources and professional development
- To complete the necessary work set through studying the Level 3 NVQ Diploma in Sports Development
- To help with any other appropriate duties and responsibilities as requires from time to time which are applicable to the grade of the post

## MAIN TERMS AND CONDITIONS:

**1 Pay:** £100 per week.

**2 Hours:** 30 per week. Hours will be worked on a shift system and will include evenings and weekends. Included in the 30 hours per week, are hours of learning/training outside of work. This may include studying, attending relevant courses or classes, observations etc.

**3 Training to be provided:**

The Advanced Apprenticeship in Sports Development (Level 3) comprises of:

- Competence Based Element – Level 3 NVQ in sports development
- Functional Skills - Communication Level 1, or Key Skills – Communication Level 1 and Application of Number Level 1, or Key Skills – Application of Number level 1
- Employee Rights and Responsibilities

**4 Skills required:**

You will already have the following qualities:

Good levels of literacy and numeracy  
 A knowledge of health and safety  
 Be enthusiastic  
 A good time keeper  
 Able to take instruction and willing to learn  
 Quality minded  
 Safety conscious  
 Physically fit  
 Able to work on their own and/or as part of a team  
 Well presented  
 Excellent interpersonal skills  
 Communication skills  
 Organisational skills  
 Good team working skills

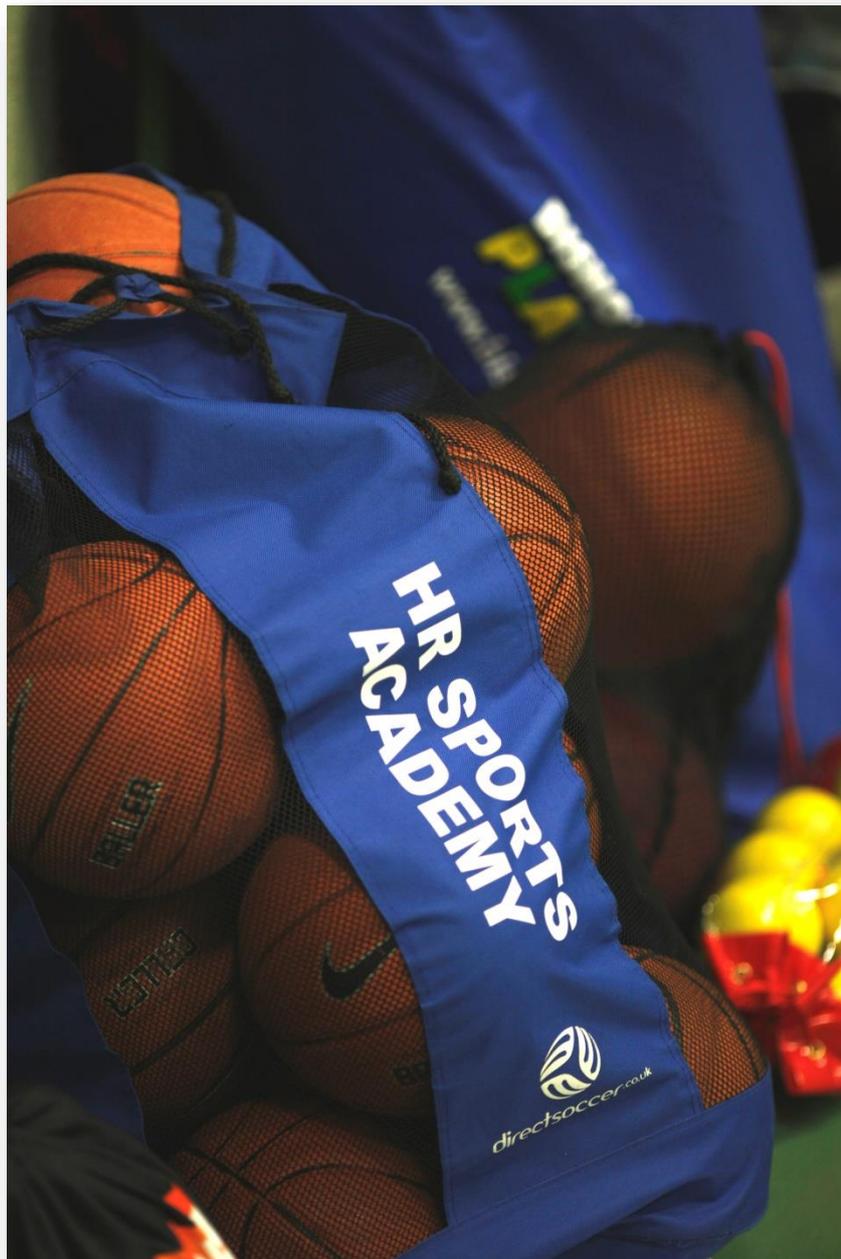
**5 Qualifications required:**

A minimum of L1 in sports coaching/sports studies, or a relevant sports course. A minimum level 2 in English and Maths is desirable but not essential.

**6 Location:** HR Sports Academy is based at Unit 5, Tottenham Enterprise Centre, Town Hall Approach Road, Tottenham London N15 4RX

All other terms and conditions will be discussed during the interview.

All job offers are subject to two satisfactory references and a Disclosure and Barring Service check.



# Personal Specification

	Essential	Desirable
<b>Qualifications</b>		
Minimum of 5 GCSE's (or equivalent) at grades A* - C (including Maths and English Language)		✓
Minimum of one level 1 National Governing Body coaching qualification		✓
<b>Skills, Knowledge and Experience</b>		
Some experience of coaching children and young people	✓	
Experience of planning and delivering sports activity sessions, including completing relevant paperwork	✓	
Ability to evaluate activity sessions effectively		✓
Good IT skills with a knowledge of a range of different computer packages (e.g. Word, Excel)	✓	
Experience of working in line with relevant policies and procedures (e.g. Health and Safety, Data protection)		✓
Excellent communication and inter-personal skills	✓	
The ability to work effectively as part of a team and on own initiative	✓	
<b>Other</b>		
Committed to the principal of equal opportunities	✓	
An understanding and awareness of child protection issues		✓
Willingness to work evenings and weekends	✓	

Prepared to undertake the mandatory training and a commitment to continued professional development	✓	
Able and willing to travel readily to a variety of work related locations	✓	
Commitment to quality assurance and the delivery of high quality activities/ placements	✓	



# How to Apply

## ELIGIBILITY

Applicants must be:

- a) Aged between 16 – 23
- b) Not in full time education or employment

## TO APPLY

Please complete the HR Sports Academy Application Form.

This can be downloaded from [www.hrsportsacademy.co.uk](http://www.hrsportsacademy.co.uk)

Alternatively please email [employment@hrsportsacademy.co.uk](mailto:employment@hrsportsacademy.co.uk) or call 07903107217 to request an application form.

For more information about HR Sport Academy and the apprenticeship programme please feel free to contact us:

Call: 07903107217  
Email: [info@hrsportsacademy.co.uk](mailto:info@hrsportsacademy.co.uk)  
Online: [www.hrsportsacademy.co.uk](http://www.hrsportsacademy.co.uk)