

# Sport & Physical Activity Assistant Coordinator - Job Description & Person Specification

**Salary:** £22,131 (12 months fixed term)

**Responsible to:** Sport & Physical Activity Manager (Midlands)

## About Sense

For everyone living with complex disabilities. For everyone who is deafblind. Sense is here to help people communicate and experience the world. We believe that no one, no matter how complex their disabilities, should be isolated, left out, or unable to fulfil their potential. Our experts offer support that's tailored to the individual needs of each person, whether that's at our centres, through our holidays and short breaks, or in people's own homes. In addition to practical support, we also provide information to families, and campaign for the rights of people with complex disabilities to take part in life.

## About the Sense Active team

Sport and physical activity play a key role in keeping people fit and healthy, supporting social inclusion, and building confidence through learning new skills and making friends. At Sense, we believe everyone, no matter how complex their disabilities, deserves the right to enjoy a physically active life.

We work in collaboration with our services, and the wider community to develop a range of inclusive sports and physical activities for people with complex disabilities to take part in, ensuring people's needs are met. We are currently delivering a Sport England funded



project called 'Sense, Active Together' and are looking for someone to join our team to support development and administration areas on a 12 month fixed term basis.

## Our structure

As leaders in inclusive Arts, Sport & Wellbeing we are dedicated to empowering people with complex disabilities to lead creative and active lives. We deliver accessible programmes that give everyone the time and space to take part. People with complex disabilities are at the heart of everything we do and they inform our principles for inclusion.

We deliver inclusive opportunities that give people the chance to learn new skills, gain new experiences, connect with others and improve their physical and mental wellbeing. We support the arts, sports and social care sector through consultation, training and sharing insight and learning.

## About the role

### Objectives

- To support the delivery of the sport & physical activity programme in the West Midlands working closely with the Sport & Physical Activity Manager (Midlands).
- To support the delivery of the hub expansion project, with a focus on kick-starting a taster programme in Loughborough ahead of the full launch in Spring 2023.
- To support the Sense Active Team in line with the priorities set by senior management.
- To support the Sense Active Team with internal and external communications across a variety of platforms (for example, phone, emails and mailing lists).

### Key responsibilities

- To support the delivery of the West Midlands sport & physical activity programme by communicating with participants, sports providers, Sense services and community groups.



- To support session delivery in the West Midlands by writing Risk Assessments, issuing contracts with sports providers, booking facilities, and sending on invoices.
- To ensure sign up forms and registers of attendees are completed in line with agreed session delivery, and inputted into a monitoring KPI tracker.
- To support the delivery of the hub expansion project in Loughborough in line with the strategy and with senior colleagues in the Sense Active Team.
- To attend steering groups and project meetings that support the development of the sport & physical activity programme.
- To provide administrative support to the Sense Active Team under the direction of the Sport & Physical Activity Manager (Midlands).
- To support the Sense Active Team with communications including collating copy for blogs, newsletters, and social media posts.
- To support the Sense Active Team in collating case studies to support the impact of the programme.
- To provide administration support for team meetings including taking notes and minutes and planning dates and logistics where applicable.
- Travel within the West Midlands to visit activities that have been established by the Sport & Physical Activity Manager (Midlands) to meet participants, gather feedback and collate registers.
- Carry out any other duties as reasonably requested by the Sport & Physical Activity Manager (Midlands), relevant to the objectives of the post.

### Person specification

- A proven track record as an administrator supporting a busy team.
- Proven experience of supporting effective project management.
- Experience in keeping accurate and up to date records of all service related activity and to ensure effective day to day administration of a project.



- Experience in providing strong communication in a variety of formats, and using different platforms.
- The ability to work on your own initiative as well as within a team.
- A demonstrable commitment to enabling an inclusive and diverse workforce to reflect our community.
- A commitment to people with complex communication and Sense's vision and values; a willingness to learn how to communicate with people with complex communication and identify the barriers to their participation in all aspects of Sense's work.
- Able to comply with the principles of GDPR and maintain confidentiality at all times.
- Excellent standard of literacy and numeracy.
- Excellent organisation skills and attention to detail
- Excellent level of IT literacy.
- Evidence of own continuing professional development.



## Our values

Everything we do is underpinned by five core values. These values shape the way we work as we pursue our vision of a world where no one, no matter how complex their disabilities is isolated, left out, or unable to fulfil their potential.

- We include
- We collaborate
- We find a way
- We challenge
- We celebrate

Our “I” statements detail essential behaviours that we value at Sense. All “I” statements below apply to all employees, trustees and any people who use our services.

- I will be honest and open
- I will listen to others
- I will respect others
- I will participate and contribute
- I will take informed risk
- I will find things to celebrate
- I will understand and respond
- No decision about me without me

## Other information

- This job description does not form part of the employment contract.