**Kick Start Community Support Worker – Rhondda**

**Job Specification**

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| **JOB PURPOSE**  To provide support to People & Work staff and community members engaged in a variety of sports, fitness, wellbeing and social enterprise work in Rhondda GENERAL RESPONSIBILITIES  * Working alongside an existing experienced team in Rhondda providing encouragement and support in physical fitness and wellbeing activities. * Delivery of sport, fitness and wellbeing sessions alongside and with the support of the existing team. * Keeping a register of attendees at sessions. * Promoting People & Work’s projects on social media – where appropriate. * Supporting Play It Again Sport (PIAS) – People & Work’s social enterprise which recycles sports kit in Rhondda – with re-stocking shelves and hangers, promoting items for sale and opportunities to donate on social media. * Helping to collect and distribute sports kit for PIAS. * Work within People & Work’s policies and procedures at all times. * Observe service user and staff confidentiality at all times. * Attend mandatory training, one to one sessions and team meetings. * Maintain effective relationships with colleagues and work collaboratively. * Flexibility will be required as determined by the needs of the projects. * Undertake any other reasonable tasks as requested by the line manager.   **All staff/volunteers working for People & Work are expected to respond appropriately to any concerns that they may have regarding the abuse/inappropriate treatment of vulnerable adults or children.**  **This will usually mean alerting their line manager. The protection of vulnerable adults and children is a core responsibility at all times.** |

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| **Essential skills, experience and qualifications** | * Ideally, sports and/or fitness qualifications * Ability to deal with queries appropriately * ICT skills – ability to use Office programmes, such as Word, Outlook (email) and PowerPoint * Possess effective communication skills to deal with people at all levels * Able to use initiative and work to deadlines * Understand and maintain confidentiality at all times * Good time-keeping * Honest * Reliable * Approachable and friendly manner * Flexible and adaptable * Highly motivated, self-starter * An enhanced Disclosure and Barring Service check is required (paid for by the employer) |
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| Number of hours per week | 25 |
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| Working pattern and contracted hours (including any shift patterns) | Normally, Tuesday – Friday, 6.25 hours a day, starting at 10 am, subject to business need. |
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| Hourly rate of pay | National Minimum Wage |