

## Job Description

<b>Job title</b>	Gym Instructor
<b>Reporting to:</b>	Sports Co-Ordinator
<b>Location:</b>	The Way Youth Zone
<b>Key Relationships:</b>	Youth Zone staff, young people, parents and local partners

### Job Purpose:

To deliver a range of exciting activity programmes to children and young people that will challenge, stimulate and provide new opportunities, in line with the sports activity programme in the Youth Zone. To teach and lead the fundamentals of a single sport or range of sports activities to young people which develop skills and fitness levels.

### Specialist Activities:

Due to the wide range of activities and facilities at The Way, we are looking for a qualified Gym instructor to work in the Gym. The candidate will be able to deliver fun, safe and challenging fitness sessions for all young people.

### Context of the post:

Attracting young people from across the borough with its fantastic facilities, the Way Youth Zone provides positive activities and practical support, especially for those who are disadvantaged. The Youth Zone enables young people to make constructive use of their leisure time and to raise their aspirations. The centre is open seven nights a week, at weekends and during school holidays. The Youth Zone also develops and delivers targeted projects to improve the lives of disadvantaged and vulnerable young people in the area. With over 4,400 members at the end of our first year of opening, we provide 20+ activities each evening to over 1,200 young people, 52 weeks a year.

We are more than just an activity centre. We provide young people with 'somewhere to go, something to do and someone to talk to'. Our team of around 75 staff and over 100 volunteers provide a safe, supportive and inspiring space for young people to make the very best use of their leisure time and acquire the skills, knowledge and confidence to lead healthy and successful adult lives. We inspire young people to be ambitious, raise their aspirations and help our members to define and realise their goals.

Our service is in an award winning iconic two-storey building with an impressive array of facilities including a dedicated sports hall, a climbing wall, gym, boxing ring, dance and performing arts studio, art room, media suite, kitchen, music spaces, cafe, social areas and an outdoor floodlit all-weather pitch.

## **The Way Youth Zone's Values and Aspirations:**

The Way Youth Zone is a place of activity, adventure and fun for all young people where they can try new experiences and learn new skills. The Way Youth Zone supports young people to reach their full potential, grow their dreams and achieve their goals.

We are looking for someone who can deliver this aspiration for Wolverhampton's young people and share the following values:

- TOGETHER**      We are committed to building positive, inclusive relationships with all. Individuals are respected and celebrated within The Way community.
- HONEST**        We are open and sincere. We act with integrity and transparency and are accountable for our words and actions.
- ENERGETIC**     We approach all we do with a 'can-do' attitude. We are positive, dynamic and flexible and always give our best for Wolverhampton's young people.
- WELCOMING**    We create a safe, positive and supportive atmosphere for all. We care for people and are passionate in all we do.
- ASPIRATIONAL**   We are constantly evolving and always seek to improve. We grow, progress and develop as an organisation and as individuals. We lead by example and inspire others.
- YOUTH-LED**      We are needs-led and young person focused throughout our work

## **Duties and Responsibilities - General**

- Be a role model for young people and present a positive "can do" attitude
- Take personal responsibility for own actions
- Commit to a culture of continuous improvement
- Work together with the staff team, embracing the values of The Way Youth Zone, to create a welcoming environment that is always youth-led
- Work within the performance framework of The Way Youth Zone and Onside
- Represent The Way Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
- Comply with all policies and procedures, with particular reference to safeguarding, and data protection

- To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, to report any child protection concerns to the designated safeguarding officer using the safeguarding policies, procedures and practice (training to be provided)
- To assist with any promotional activities and visits that take place at the Youth Zone
- To actively promote The Way Youth Zone and positively contribute towards increasing Youth Zone membership through contributing to an aspirational programme

### **Duties and Responsibilities - Detailed**

- To work directly with children and young people (8-12 years and / or 13-21 years) to plan, lead and deliver safe, fun and structured sports sessions within the Youth Zone which are progressive and reflect the needs of young people
- To confidently manage and establish positive relationships with groups of children and young people with children and young people
- To complete all monitoring information required for impact measures, to encourage feedback from young people taking part in activities, and share this with the staff team regularly
- To work with young people from a range of backgrounds and with a range of needs.
- Effectively communicate at all levels, orally and in writing
- To work alongside other team members and provide guidance and support to young leaders and volunteers
- To undertake attend regular training and development sessions and events where required
- To deliver leadership awards to young people and co-ordinate volunteering opportunities in sports activities
- To encourage attendance in sports activities, particularly by young people who do not usually participate in sport
- To assist in identifying talented young people and encouraging further development via a number of different opportunities.
- To maintain current knowledge of relevant National Governing Body programmes, policies and practices
- To promote cultural cohesion and inclusion and proactively challenge any prejudice and discrimination
- Carry out any other reasonable duties as requested by manager

### **Special Requirements**

- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)
- A willingness to work unsocial hours during evenings and weekends is required
- The ability and willingness to travel to events in the City and beyond
- Ability to identify and challenge discrimination and discriminatory behaviour, taking appropriate action as necessary

### **Additional information**

Normal working hours will involve working unsocial hours in the evenings (up to 10.30 pm) and at weekends during Youth Zone sessions or at events, and also working during the day.

## Person Specification

<b>Selection Criteria*</b>	<b>Essential or Desirable</b>	<b>Method of Assessment</b>
A = Application Form I = Interview T = Test/Personality Profile		
<b>Experience</b>		
Experience of leading and working with groups of young people 8-12 and / or young people aged 13-21	Essential	A & I
Experience of working with young people from diverse backgrounds and with challenging needs	Essential	A & I
Experience of delivering a wide range of sports or activity sessions	Essential	A & I
Experience of delivering events / competitions	Desirable	A & I
Experience of working with young people with additional needs and disabilities	Desirable	A & I
Experience of team working and alongside volunteers	Essential	A & I
<b>Qualifications</b>		
GCSE or equivalent literacy and numeracy grade C or above	Essential	A
Level 2 Sports Leaders Award or Level 2 Gym Instructor	Essential	A
Educated to level 3/A level in a relevant subject or equivalent experience	Desirable	A
Additional Level 1 or above National Governing Body Award	Desirable	A
<b>Skills</b>		
Ability to deliver high quality sports programmes with children and young people who face social exclusion, disadvantage and disaffection and manage such a group	Essential	A & I
Able to work as part of a team and under own initiative	Essential	A & I
Able to plan and evaluate programs of activity including production of session plans and program reports	Essential	A & I
Able to communicate effectively with young people, parents, team members and members of the public	Essential	A & I
Able to work under own initiative		
Able to deliver within an equal opportunities framework	Essential	A & I
Ability to engage and build positive relationships with young people including disengaged and disadvantaged young people	Essential	A & I
Ability to coach, encourage, motivate and provide reliable support to children and young people	Essential	A & I
<b>Knowledge</b>		
Understand the principles of working with children and young people, the issues affecting their lives and knowledge of their needs	Desirable	A & I
Knowledge of health and safety, diversity awareness and safeguarding best practice	Essential	A & I
Basic knowledge of sport pathways	Desirable	A & I
<b>Prepared by:</b>	Chris Wood	<b>Date 04th July 2018</b>
<b>Reviewed by:</b>		<b>Date</b>

\*Selection criteria for guidance only, alternative methods may be used to assist the selection process

**The Way Youth Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups.**