POST TITLE	**ACTIVE SCHOOLS COORDINATOR**
DIRECTORATE	**CHILDREN, EDUCATION AND JUSTICE SERVICES**
SERVICE	**WIDER ACHIEVEMENT AND LIFELONG LEARNING**
RESPONSIBLE TO	**ACTIVE SCHOOLS MANAGER**
NUMBER OF POST HOLDERS	**24**
ACTING UP/ SECONDMENT	

PURPOSE OF JOB

- The fundamental aim of the Active Schools Network is to offer children and young people the opportunities and motivation to adopt active, healthy lifestyles, now and into adulthood.
- Active Schools Coordinators are responsible for developing an infrastructure to recruit, support and sustain a network of volunteers, coaches, leaders and teachers who in turn deliver physical activity and sport before, during and after school and in the wider community.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Build a sustainable volunteer network for Active Schools within the school and wider community.
- Provide opportunities for all children to participate in physical activity and sport and enable creation of pathways from the schools to the wider community.
- Integrate planning between Active Schools and key partners to maximise resources and improve the physical activity pathway from school to the wider community.
- Ensure the effective integration, planning, management and delivery of Active Schools.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- A qualification to degree level in a relevant discipline or GTCS registration, or equivalent experience.is essential. Membership of a relevant professional organisation would be desirable.
- It is essential that the postholder has an interest in Physical Activity, Sport and Physical Education and Health.
- Proven project and event management experience and of working in a school environment.
- Assess the future volunteering needs/requirements of Active Schools.
- Retain the number of effective volunteers actively engaged in Active Schools and identify progression pathways for interested volunteers.
- Increase the number of effective volunteers actively engaged in delivering quality Active Schools sessions.
- Develop a network of support volunteers to undertake new roles complementing those of activity volunteers (e.g. sports administration).
- Enhance the skills and confidence of all volunteers through provision of training and support.
- Ensure a safe volunteering environment is provided.
- Develop and support leadership skills for young people in physical activity and sport.
- Ensure all volunteers are disclosure checked.
- Liaise with schools to assist in providing support to early years (up to P3) through the provision of resources or training.
- Identify and address drop off in participation at transition stages.

- Work with Scottish Disability Sport, SGBs, sports development professionals, local sports councils and sporting organisations to support integrated sport specific pathway plans.
- Increase participation amongst "hard to reach groups" by adopting a targeted approach.
- Identify and develop an understanding of the needs of children and young people in relation to sport and physical activity from the following groups:
    - Inactive girls and young women
    - BME children and young people (*dependant on local demographics)*
    - Children and young people in communities where socio-economic disadvantage is prevalent in relation to sport and physical activity (*dependant on local demographics)*
    - Children and young people who do not currently participate in physical activity and sport
    - Children and young people with a disability
- Adopt a targeted approach to engage the above groups to take part in physical activity and sport and implement a schedule of activities to address the needs identified.
- Aid transition across school stages to maintain physical activity levels and interest in sport amongst children and young people from "hard to reach groups".
- Build links with partner agencies and the local community to develop an understanding of the needs of children and young people from "hard to reach groups".
- Consult with the inactive children and young people on the activities they want to participate in and provide a wide range of physical activity and sport opportunities.
- Contribute to the development, implementation, and monitoring of the Active Schools Annual Action Plan (using both national and local monitoring data).
- Ensure an effective reporting and communication process at both operational and strategic level is in place for Active Schools within their locality.
- By taking an evidence-based approach to planning (using both national and local monitoring data), produce and monitor joint learning community plans and ensure this is reflected within School Development Plans.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The postholder is expected to have a high degree of autonomy and manage a multi-faceted work programme. The postholder will have supervision from the Active Schools Manager and will be required to determine when a decision should be referred to their line manager.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office based activities.
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The postholder will oversee tertiary staff and volunteers who deliver on their Active Schools programme.

RESOURCES

- The post holder will have responsibility for an operational budget for their learning community. This budget is for resources, training and services as required.
- The post will be responsible for office equipment and will update and maintain data.

HEALTH AND SAFETY

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.
All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the Council Health and Safety Policy.