

Job Description

Service:	One Leisure Active Lifestyles
Job title:	Apprentice (Community Sport and Health Apprentice)
Grade:	C
Hours of work:	37
Responsible to:	Activity Co-ordinator
Responsible for	
Direct reports:	0
Indirect reports:	0
Budget:	N/A

Purpose of Post:

As an apprentice you will be required to develop skills, knowledge, and experience to initiate behaviour change in local residents with regards to engagement in sport and physical activity across local communities.

As a member of the Active Lifestyles Team your day-to-day duties will consist of the organisation and delivery of opportunities for residents to become more physically active at all ages and abilities. You will support the planning, coordination, and delivery of inclusive physical activity opportunities for residents of all ages and abilities, with a particular focus on inactive individuals - including children, adults, and those with medical conditions, throughout Huntingdonshire. You will learn how to adapt delivery to suit different groups; lead and support volunteers and develop practical experience of how to develop and devise appropriate programmes. You will also learn key skills to develop collaborations with a network of partners / stakeholders.

Key Deliverables:

1. To study and achieve the Community Sport and Health Level 3 Apprentice
2. Develop and coordinate delivery of a range of wellbeing interventions to facilitate lifestyle and behaviour change and promote the benefits of community wellbeing.
3. To support and deliver safe, fun, and creative sport and physical activity sessions for a wide range of user groups.
4. Manage equipment and resources as required to support the smooth running of the programme.
5. To assist external and internal coaches/instructors with sport, and physical activity programmes for participants.
6. Work with different services within Huntingdonshire District Council and external agencies to ensure that residents are provided with high quality opportunities to encourage involvement.
7. Help the team to promote and market activity programmes including using social media, supporting with press releases, disseminating promotional literature and general programme information.
8. Support the team with admin duties, including inputting of health PAR-Q's, registers and keeping databases up to date.
9. Ensure monitoring and recording systems are in place and maintain appropriate records to enable effective monitoring and evaluation of the service. This could include for example: registers, par-q forms and user surveys.
10. Manage and adapt personal behaviours to ensure provision is inclusive, customer-focused, and accessible.
11. Contribute, as required, to the promotion and delivery of community-based wellbeing events and initiatives, including developing new groups and activities.
12. To operate within set procedures and follow guidelines with respect to the Safeguarding Policy and appropriate Standard Operating Procedures and Risk Assessments.
13. You will attend regular meetings with the Active Lifestyles Management Team and an assessor and attend training sessions leading to nationally recognised qualifications.

14. To perform such other duties as may be reasonably required from time to time.


This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within HDC.

Special Conditions

1. The hours of work will include weekdays, weekends, evenings and occasionally Bank Holidays. At the Activity Co-ordinator's discretion these hours may change to meet the changing demands of the service.
2. Qualifications should be current and would be eligible to be accepted at the appropriate entry on the National Qualifications Framework (NQF, CIMSPA or equivalent) or in line with NGB standards.
3. The post holder will be required to undergo First Aid, Safeguarding and other essential training.
4. A requirement to complete an enhanced Disclosure and Barring Service (DBS) check.
5. The post holder will be required to wear a uniform provided by Active Lifestyles at all times whilst at work.

<p>Knowledge and Qualifications</p> <p>The minimum knowledge required to undertake this role and any qualifications or training essential for the role</p> <p>(E) Essential (D) Desirable</p>	<p><i>Essential</i></p> <p>4 GCSEs at Grades A*-C/9-4 or hold an equivalent and relevant qualification including English</p> <p>A good knowledge of sport, play and physical activity programmes and the benefits they can offer individuals</p> <p><i>Desirable</i></p> <p>Ability to achieve the Level 3 Community Sport and Health Officer qualifications including:</p> <ul style="list-style-type: none"> • First Aid Certificate • Walk Leaders Award • NVQ Level 2 Certificate in Fitness instructing (Exercise to Music or Level 2 Gym) • NGB coaching qualifications (depending on local need and course availability) • Behaviour Change Skills – this can include communication skills/motivational interviewing • Mental Health First Aid Certificate • Relevant qualification in marketing • Other qualifications associated with the role <p>An understanding of the health and safety issues affecting the provision of activities for all user groups</p> <p>Awareness of the council's role and ICARE values</p>
<p>Experience</p> <p>Experience the person would need to do the job</p> <p>(E) Essential (D) Desirable</p>	<p><i>Essential</i></p> <p>Working or volunteering with customers face to face from a range of backgrounds</p> <p><i>Desirable</i></p> <p>Delivery of physical activity/sports sessions to various user groups</p>

	<p>Use of IT packages such as Microsoft Outlook and Teams</p> <p>Delivery of sessions to various user groups, including those with long term health conditions</p> <p>Use of Social Media platforms</p> <p>Experience in marketing activities</p> <p>Experience of performing admin duties (inputting etc)</p>
<p>Skills and Abilities</p> <p>Specific skills the applicant would need to do the job</p> <p>(E) Essential</p> <p>(D) Desirable</p>	<p><i>Essential</i></p> <p>Ability to follow instructions and to work in a team</p> <p>Ability to work on own initiative</p> <p>Excellent communication and interpersonal skills</p> <p>Ability to lead and motivate others</p> <p>The ability to travel across the district</p> <p><i>Desirable</i></p> <p>IT skills including use of social media, databases and excel</p>
<p>Decision Making and Impact on Others</p> <p>What impact the reasons made by the post holder would have on others across the Council</p>	<p>Although working in a framework some degree of making judgements will be necessary, particularly in relation to service delivery issues.</p> <p>Staff are working at various sites without immediate supervision or line management therefore decisions have to be taken routinely regarding the safe operation of activities e.g. ratios of staff to people, wet weather, unsafe equipment etc.</p>
<p>Communication with Internal and External Customers</p>	<p>Internal customer contact 20%</p> <p>External customer contact 80%</p>

What customers the applicant would be in contact with in the job	
Personal Attributes and Other Requirements	<p>Willing to work outside of normal office hours</p> <p>An understanding of and commitment to good customer care</p> <p>Willingness to learn</p> <p>Behave in a professional way</p> <p>Punctual</p> <p>Reliable</p> <p>Personal interest in health and fitness</p> <p>Positive attitude and role model for local communities</p>
HDC values 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p>Inspiring: We have genuine pride and passion for public service; doing the best we can for customers.</p> <p>Collaborative: We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p>Accountable: We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p>Respectful: We respect people's differences and are considerate to their needs.</p> <p>Enterprising: We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

Safeguarding and promoting the welfare of children and young people/vulnerable adults



Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues
- Appreciates the significance of safeguarding and interprets this accurately for all individual children and young people/vulnerable adults whatever their life circumstances.
- Has a good understanding of the Safeguarding agenda
- Can demonstrate an ability to contribute towards a safe environment
- Is up-to-date with legislation and current events
- Can demonstrate how s/he has promoted 'best practice'
- Shows a personal commitment to safeguarding children

May 2025