

JOB DESCRIPTION

Job Title: **INCLUSION CO-ORDINATOR**

Pay details NJC SCP 19-21 £22,218 - £23,610 depending on qualifications and experience

Hours per week 35

Leave entitlement 25 days per annum

The posts will be based on a 35 hour week but will involve flexible working, including some evenings and weekends.

This post is offered initially on a one year contract.

Overall purpose of the job:

To develop and implement an inclusion programme of watersports and adventure activities and play an active role in coaching in the programme.

Reporting to: Centre Director

Duties and responsibilities:

1. To plan and implement an inclusion and integrated programme of water sports and adventure activity sessions at Shadwell Basin Outdoor Activity Centre
2. To coach and instruct on sessions in the inclusion programme
3. To monitor and evaluate a programme of inclusive activities
4. To complete regular statistical and subjective reports on the progress of the inclusive programme
5. To ensure activities are conducted in accordance with the centre's policies
6. To establish and maintain external links with groups, schools and organisations who work with people with disabilities
7. To establish and maintain relationships with NGB officers who are responsible for disability sport
8. Attend training in the field of disability sport and keep current any relevant certification
9. To work within an agreed budget and to maintain appropriate records and accounts for all financial transactions.

Duties common to all full time staff

1. To be a full member of the Centre's staff team to enable the Centre to achieve its wider aims and objectives.
2. To know the Centre's policies on Safety and Equal Opportunities. To implement these policies through individual work practices & the services the Centre offers.
3. To have a responsible attitude to the use of Centre equipment and facilities and to encourage a similar attitude amongst other users.
4. To further his/her own development through training.

5. To maintain links with Local and National Outdoor Education Organisations as appropriate.
6. To contribute with other staff members towards the supervision and support of people undertaking work experience or training programmes at the Centre.
7. To undertake any other duties as requested by the Management Committee or Head of Centre, commensurate with the grade.

PERSON SPECIFICATION

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The person specification below indicates the range of experience and qualifications that candidates will be expected to have.

1. Knowledge of and have a minimum of two years experience in watersports and outdoor activities with young people.
2. Proven experience and ability to work within a staff team in a multi user facility.
3. Committed to working with all young people in a variety of situations and have a developmental approach to working with young people with disabilities.
4. Experience of working with young people in a multi-ethnic, urban setting.
5. Proven commitment to the implementation of Equal Opportunities.
6. Knowledge of the Health and Safety in outdoor activities.
7. Current Clean Driving Licence.

Qualifications and Experience

Essential	Desirable
BCU Level 2 Coach Award	Further Education Qualifications in Sport
An additional Level 2 standard qualification in one of the following: Orienteering, Rowing or Sailing	Knowledge of fundraising
Experience of working with people with disabilities	Training in coaching people with disabilities
A willingness to undertake training in disability coaching	
Experience of outdoor activity programme management	
Good working knowledge of Microsoft Office	