

Selwyn Physical Activity Activators – Role Description

Position:	Physical Activity Activator
Organisation:	Selwyn Sports Trust
Responsible to:	Executive Officer
Relationships:	Work closely in all areas of Selwyn Sports Trust’s operations Sport Canterbury Local clubs and associations Invested Selwyn Schools
Term:	Fixed term position – remainder of 40-week school year in 2018

Role Purpose

Activators will work within schools and across communities to ensure aligned, appropriate and organized opportunities that meet the needs of all primary aged children. This role will manage physical activity and sport opportunities, and will support all members of the school community in integrating quality physical activity and sport in and out of school time.

This position will facilitate cohesive relationships between schools, clubs and private providers, and develop ways in which communities, clubs and schools can work together to ensure consistent quality experiences for young people within the Selwyn District.

Position Expectations

The role of the Physical Activity Activator is to;

- Assist school staff (e.g. teacher in charge of sport) to deliver quality sporting programmes within the school community.
- Work with teachers and wider Activator team to align PE curriculum with co-curricular sports opportunities.
- Coordinate a variety of before, after school and lunchtime sport including events and tournaments.
- Introduce sports to schools through facilitating “Have a Go” days involving local clubs and Regional Sport Organisations.
- Assist schools to consult with and recruit parents and caregivers to engage in sport as coaches, officials or managers.
- Support schools with coaching and organising teams in preparation for school cluster competitions.
- Link with and share best practise with other personnel supporting primary school sport.
- Collect and interpret relevant data relating to sport participation and support, as a means to improve the sport offering for students and schools.

- Work with other schools where appropriate to share equipment, facilities, personnel and sports opportunities.
- Advise the sport sector and community providers about appropriate delivery of quality sports opportunities for young people, and the realities of the school environment.

Qualifications

- tertiary study/qualification ideally related to education &/or the delivery of sport/physical activity.

Experience

- an ability to relate to children.
- an understanding of the primary and secondary school education environment.
- an understanding of how to develop and maintain effective relationships with schools, community and sporting personnel.

Technical Skills and Knowledge

- planning and organization skills, particularly in the delivery of sports & physical activity opportunities for young people.
- coaching ability and understanding.
- event and project management, and delivery experience.

Relationship and other capabilities

- Strong relationship building skills and the ability to work across the education and community sector.
- considerable experience in planning, managing, and prioritizing multiple and competing tasks and projects to meet deadlines and produce quality results.
- skilled innovative thinker and a superior ability to work with key insights to develop engaging solutions and appropriate implementation plans.
- a thorough understanding of how the sport and education sectors interact to deliver quality physical activity to primary age young people.
- excellent oral and written communication skills.
- creative thinking and problem solving skills.
- a strong commitment to customer service.
- demonstrated organizational skills and the ability to manage time and prioritise work with a flexible approach to workloads.
- ability to coordinate people, equipment and complete actions within agreed timeframes and budgets.
- ability to establish and maintain productive working relationships.
- energy, enthusiasm, creativity, lateral thinking, self-motivation and a sense of humour.

- have the skills necessary to contribute to a positive team environment and the willingness to support others in the team.
- a high degree of personal motivation and ability to work independently when necessary.

Corporate Accountabilities and Responsibilities

Policies and procedures

- Comply with Selwyn Sports Trust's (SST) Code of Conduct including its policies and procedures at all times.
- Uphold the Values of SST

Customer and community relations

- Present a positive image of SST by ensuring an efficient, courteous and professional service to schools and the sport sector at all times.
- Work with other staff members to resolve queries and issues

Continuous improvement and innovation

- Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
- Identify and propose additional business or service opportunities that enhance SST's existing capabilities.

Health and Safety

- Ensure all work is performed in accordance with the requirements of the Health and Safety policies, procedures and legislation.
- Report all incidents, hazards and risks to the immediate supervisor.

Teamwork

- Actively contribute to the team by looking out for others, supporting and empowering them and celebrating the success of others.
- Build successful workplace relationships by working cooperatively with others.
- Understand the priorities and drivers for other initiatives in the region, and work with programme staff to ensure SST contributes positively to those initiatives.

Training and development

- Undertake both internal and external training identified as relevant to the role.

Perform other duties as may be directed from time to time

- All duties must be carried out to the satisfaction of the responsible manager.