

# Holiday Camp Leader / Multi Sports Coach RECRUITMENT PACK

Charity Number: 1175899



# THE MOVE MORE WAY



The Move More way was created following consultation with the whole staff team and the board of trustees. It highlights our shared values and demonstrates the behaviours which will influence our decision making and impact our work daily.

We are proud to live by the Move More way, which involves adhering to the following principles:-



## CHILD AT HEART

We hold the child at the heart of the decisions we make and the way we work.



## WORK TOGETHER

We work together and support each other as a team, as well as working collaboratively with other organisations as the current challenge is larger than any one person or organisation.



## MAKE A DIFFERENCE

We strive to create lasting, meaningful impact with empathy and compassion.

# ROLE DESCRIPTION

**ROLE:** Holiday Camp Leader/Multi Sports Coach

**SALARY:** £10.00 - £15.00 per hour

**LOCATION:** Variable - across our camp locations in Cheltenham, Tewkesbury, Gloucester and surrounding area

**HOURS:** Variable - full-time/part-time during school holidays

**ROLE PURPOSE:** To improve children's experience and knowledge of health, physical activity, sport and physical education through the delivery of outstanding provision.

## **SPECIFIC FUNCTIONS:**

- To plan, organise and deliver high quality sessions during holiday camps.
- To manage the daily administration associated with running the camp, i.e. registration, medical forms, incident forms etc (camp leaders).
- To lead the camp and manage the camp including the direction and management of other staff members (camp leaders).
- To effectively supervise children abiding by Move More's health & safety and Child Protection & Safeguarding policies, procedures and guidelines.
- To support children with self care where appropriate.
- As a team and independently, (when appropriate), be responsible for the setting up and closure of camps, facilitating tasks and activities, caring for the children's overall health and well being needs.
- To liaise and communicate effectively with the children's' parents and carers where appropriate.
- To actively promote the work and public image of the charity, by always maintaining high standards of personal appearance and adopting a friendly, professional approach to the public.
- To undertake other duties, as specified by a member of the Senior Management Team, which are appropriate to the level and general responsibilities of the post.

# ROLE DESCRIPTION CONT

## KNOWLEDGE AND UNDERSTANDING

- A clear understanding of how physical activity, PE and school sport positively impact the development of healthy lives for young people.
- A confident and proficient sports coach across different sports/activities.
- Sound knowledge and understanding of child development, health factors and how to share key, child centred messages through fun and engaging programmes.
- Knowledge of disability sport and inclusion strategies to promote the involvement in physical activity, PE and sport to all.

## EXPERIENCE

- Experience of working with primary aged children
- Experience of working across a range of different sports and physical activities

## QUALIFICATIONS

- A NGB Coaching Qualification would be desirable.
- A sports related degree or teaching qualification would be desirable.
- Possible courses attended e.g. Safeguarding & Child Protection, Paediatric First Aid.
- Evidence of professional development relevant to the role.
- Current driving license (use of own transport essential).

## SKILLS AND ATTRIBUTES

- Have a passion for the job, for working with mainly primary aged children and a drive for excellence.
- Highly motivated, able to demonstrate excellent communication and interpersonal skills that can be adapted to best suit a range of needs and audiences.
- Strong organisational skills with the ability to prioritise and meet conflicting deadlines.
- To be flexible, creative and innovative in overcoming barriers for positive change.
- The ability to create positive working relationships with a large range of professionals, organisations & individuals.
- The ability to work independently or as part of a team.
- An ability to work in partnership, delivering high quality, front line services that are flexible and responsive to need and change.
- The ability to demonstrate the desire and passion to make a real difference to the lives and life-chances of children and young people, linking their school with their families.

# RECRUITMENT PROCESS

## HOW TO APPLY

Please apply using the official application form.

This can be downloaded at: <https://www.move-more.org/get-involved/vacancies/>

CVs will not be considered.

For further information, please contact Scott Milne (Physical Activity & Community Development Manager) [scott@move-more.org](mailto:scott@move-more.org)

Applications should be sent to [claire@move-more.org](mailto:claire@move-more.org) or via post to: Claire Cook, Move More, All Saints Academy, Blaisdon Way, Cheltenham, GL51 0WH

## TIMELINE

Closing date: This is a rolling recruitment window, candidates are encouraged to apply as soon as possible.

Interviews: Agreed upon application.

## COMMITMENT TO CHILD PROTECTION & SAFEGUARDING

Move More is fully committed to the safeguarding and protection of all children and therefore operate safer recruitment practices which sits alongside our Safeguarding and child protection policy.

As part of the safer recruitment process we will:

- Ask candidates to complete an application form rather than a CV so we have all the information we need.
- Ask candidates to complete a self-disclosure form which gives candidates the opportunity to confidentially disclose any relevant criminal convictions, child protection investigations or disciplinary sanctions on record.
- We will call for at least 2 references, one of which must be the current/previous employer. We use a standard form which will also check a candidate's suitability to work with children and young people.
- We will check all qualifications (educational and professional) and identity paperwork.
- We will undertake publicly available online searches.
- As Move More staff work with children in regulated activity all staff will be subject to an Enhanced Disclosure and Barring Service check. If you have been a resident overseas for 3 months or more over the past 5 years, we will also check candidates' criminal record within that country.
- The interview process consists of a face to face interview as well as a practical session with children.
- All new staff will participate in an induction process which includes child protection training.
- Move More's Safeguarding and Child Protection policy is reviewed and staff are updated on an annual basis.