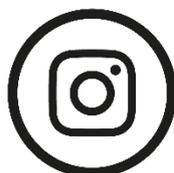


**More than Sport.
Apprenticeships at HSP.**

Open for applications: @EnterCareerMode



Application Pack

Community Sport and Health Officer

Apprenticeships

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1. Introduction

This is an overview of what to expect when embarking on an Apprenticeship with Herts Sports Partnership.

Working in partnership with our host organisations we hope to develop and empower you to develop the employability skills that will enable you to fulfil your role as an apprentice Community Sport and Health Officer within a community setting.

FAQs

What qualifications are involved in an apprenticeship?

Apprenticeships are work-based learning programmes that allow for an individual to gain levels of competency relevant to the job role they are appointed for, in this case the role would be a Level 3 Community Sports and Health Officer.

The Apprenticeship programme can lead to further study, including entry level to Higher Education, or it can lead to the next steps in your career.

This will be an invaluable opportunity to develop work-based experience and the associated life skills.

What does the learning programme involve?

The new Apprenticeship Standards involve acquiring the Knowledge, Skills and Behaviours to equip an individual to undertake a specific role.

During the Apprenticeship there will be a 20% training commitment. This usually equates to one day per week and enables you to acquire the competencies to undertake the role.

The qualification will be gained when you have achieved the End Point Assessment, from an external organisation, at the end of the 15 months.

What does the Role Involve?

In a normal week, you will work with the local community to design, coordinate and deliver physical activity opportunities to encourage a healthy and active lifestyle.

This may include writing funding applications, booking facilities and instructors or attending local meetings and organising and supporting community events.

This all ties into your role delivering on, and further developing, the Local Action Plan (LAP) for your area (see *section 3 for more information*).

One day per week will be based at the University of Hertfordshire, Hatfield.

You will:

- Support HSP, your host organisation and other relevant local groups to raise the physical activity levels of residents in the local community
- Empowering people from inactive and/or hard to reach populations to change their attitudes and behaviours by taking up an active lifestyle
- Supporting people within target communities to become involved in the preparation, planning and delivery of sport and active lifestyles

Support and Guidance

As part of your learning you will be assigned a Tutor who will work with you to ensure progress is made towards the successful completion of your Apprenticeship. At HSP, your tutor will be **Kay Searcy**.

Within the work setting you will also be assigned a mentor to support and guide you throughout your apprenticeship. At HSP, your mentor will be **Josh Spavins**.

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If you would like to have a conversation about anything in this application pack, or have any further questions relating to HSP or the role please contact **Josh**, on j.spavins@herts.ac.uk.

2. Herts Sports and Physical Activity Partnership

The [Herts Sports and Physical Activity Partnership](#) is an award-winning organisation that was established in 2003. We are one of 42 Active Partnerships across England. We work collaboratively to create the conditions for an active nation and use the power of sport and physical activity to transform lives.

Known as HSP, the Partnership is led by a Board of voluntary representatives and has a core team of full and part-time professionals all of whom are passionate about the work carried out by the Partnership.

The HSP team works alongside numerous partners from the public, private and voluntary sectors, bringing together expertise, resources and ideas from all parts of the sports, health and physical activity arena in Hertfordshire and beyond. The team is passionate about the Partnership's vision:

"Working together to encourage more people to be more active more often"

We focus on key work areas including:

- Sport for Social Change
- Physical Activity for Wellbeing
- Schools
- Clubs, Coaches and Volunteers

All our work is underpinned by a fit for purpose workforce.

Whilst each apprentice will be managed by Herts Sports Partnership the employing organisation will be The Academy of Education and Training CIC and hosted by a Locally Trusted Organisation (LTO) within your community.

Herts Sports Partnership and The Academy of Education and Training CIC are committed to anti-discrimination and equal opportunities for all. We are equally committed to Safer Recruitment Policies, Safeguarding, the Prevent Duty and promoting the welfare of children, young people and adults. To achieve our commitment, we will ensure continuous development and improvement of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff and volunteers.

3. Active Local

Active Local is the main project that you will be working on and is one of our [Sport for Social Change](#) projects using sport to tackling social issues.

Active Local is Hertfordshire's collaborative place-based initiative to reducing inactivity. It will support targeted areas to highlight their strengths whilst also responding to local need and identifying where support, intervention or extra capacity is needed to create a more joined-up approach to tackling inactivity.

Connect

Encouraging community assets to connect and create new partnerships

Develop

Supporting development opportunities for community assets

Innovate

Mobilising the community to explore new approaches to collaboration

The initiative will focus on one community within each of Hertfordshire's ten local authority areas and will be co-led by the relevant local authority and Herts Sports and Physical Activity Partnership (HSP).

A co-design period will bring together stakeholders, local community groups and residents to gather insight and knowledge, looking at the assets (people, places and partners) that exist within the area. We will also look to learn about local issues, including where there are gaps in provision that we could look to fill collaboratively.

This will then allow us to create a Local Action Plan (LAP), in which we will identify key outcomes and priorities based on local need.

The community will be involved in every aspect of the project, from the co-design of the LAP through to the formation of a steering group. This steering group, together with support from key partners, will be tasked with implementing the LAP for the area. This is the key element to Active Local; to ensure that we can commit to long-term outcomes for the community.

4. Training

During your apprenticeship you will be given training around:

- How to initiate meaningful behaviour change based on utilising place-based approaches
- What constitutes an effective sport or physical activity programme and how to measure customer satisfaction
- How to work with Active Partnerships, National Governing Bodies of sport, community organisations, housing associations, the voluntary sector and sport for development agencies
- How to plan and manage programmes of engaging and innovative activities using sport and physical activity
- How to understand social barriers and personal motivations of customers to activate local communities
- How to source and generate customer insight to design and measure interventions
- Understanding the causes, social determinants and distribution of health inequalities
- The funding landscape for the sector and how to make effective applications
- Understanding the importance of physical activity and healthy lifestyles – basic understanding of nutrition, fitness to work, regular daily activity, mental well being
- Effective use of digital marketing and how to measure its impact
- How sport and physical activity can be used to deliver social outcomes
- The fundamental principles of safeguarding, child protection and working with vulnerable adults
- The fundamental principles of first aid in a community sport environment

5. Job Description

Monthly Wage

£6,972.00 per year (aged 19-24)

Working week

30 hours a week (including 20% off the job training)

Specific daily working hours to be decided with your host organisation, however, please note there will be a requirement to work flexibly to meet the needs of the community.

Expected duration

15 months (completion at the end of 2021)

Possible start date

01 September 2020

Date posted

07 May 2020

Deadline for Applications

30/07/2020

Apprenticeship level - Advanced Level 3 (A level)

Reference number

HSP20

Positions

10 positions available

Locations

Broxbourne	Waltham Cross
Dacorum	Grovehill
East Herts	Hertford Sele
Hertsmere	Cowley Hill
North Herts	Jackmans
St Albans	Sopwell
Stevenage	Bedwell
Three Rivers	South Oxhey
Watford	Central
Welwyn Hatfield	Peartree

Apprentice employment duties and responsibilities:

The apprentices will then utilise the skills taught through the training and apply them to the following operations in their target communities:

- Support HSP, your host organisation and other relevant local groups to raise physical activity levels of residents of the local community
- Empowering people from inactive and hard to reach populations to change their attitudes and behaviours by taking up an active lifestyle
- Supporting people within target communities to become involved in the preparation, planning and delivery of sport and active lifestyles
- Understanding of HSP and host organisations key outcomes and delivering against them
- Use of local insight and customer-orientated marketing skills (including social media) to attract target community groups into physical activity opportunities
- Building organisational partnerships across the public, private and voluntary sector; developing meaningful relationships with stakeholders in sport and physical activity
- Working with the local School Games Coordinator to ensure strong pathways between school and community sport and physical activity opportunities
- Developing successful funding bids to enable new, different or more physical activity opportunities
- Managing and adapting provision to ensure it is inclusive, customer-focused and accessible
- Ensuring appropriate measures are in place to safeguard the welfare participants
- Demonstrate clear and effective communication techniques in order to give/receive information accurately and in a timely and positive manner
- Problem solving and effective decision making with regards the design and implementation of sport and physical activity programmes
- Adhoc duties for HSP and host organisation as required

6. Person Specification

Who we are looking for:

Essential:

- Maths and English Fundamental skills (GCSE level 9-4)
- A desire to use sport and physical activity to benefit society
- A positive attitude to work and act as a role model within the local community
- Ability to work individually and as a member of a team
- Strong organisational and time management skills
- Good communication skills both written and face to face
- Competent IT skills, or willingness to learn
- Willingness to travel independently across Hertfordshire as and when required

Desirable:

- A good knowledge of your local community
- Knowledge/experience of community sport and physical activity initiatives
- Experience using social media

7. Application Form



Applicant's full name: _____

Location you wish to be considered for: _____

Where did you see this post advertised? _____

Please return this form to: vacancies@sportingfutures.co.uk

A. Personal Information

Surname: Forename(s):

Address:

..... Postcode: Tel No.:

Email: D.O.B:

NI number:

Current driving licence: Full / Provisional / None (please circle) Details of current endorsements:

B. Education and Training

Please commence with most recent qualifications achieved

Maths / English – All applicants must have achieved their Maths and English Functional skills or GCSE equivalent Grade 4 or above.

Qualifications	Grade/Functional Skill Level	Date achieved
School / College		
Any other relevant training		

C. Employment History

Please commence with most recent employer and continue on a separate sheet if necessary.

Dates From - To	Name and address of employer	Job title	Wages/Salary	Reason for leaving

Current notice required

Using the job description and person specification, please use this space to write a personal statement highlighting your suitability for the role:

D. References Please list names and addresses of two persons from whom we may obtain both work experience and character references. These must not be a relative or family member. We reserve the right to contact past employers.	
Name:	Name:
Address:	Address:
Email Address:	Email Address:

E. Health Details

Is there anything we need to know in order to offer you a fair selection interview? For example, do you need a signer or interpreter or require an accessible interview room?

F. Leisure

Please note any sports, hobbies, pastimes etc.:

G. Criminal Record

The provisions relating to the non-disclosure of criminal convictions do not apply to the position you are applying for. You must therefore disclose any criminal convictions even if under the Rehabilitation of Offenders Act 1974, they would otherwise be regarded as spent.

Have you been convicted of a criminal offence at any time? YES / NO

If yes, please give details of the conviction(s) and the date(s)

.....
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H. General Comments

You may wish to set out below the principal reason for your application and highlight your main achievements to date and the strengths you would bring to this post. Continue on a separate sheet if necessary.

I. Data Protection Notification (Please read this carefully before signing this application)

The information you have provided in completing this application form will be used to process your application for employment. The Training and Education Academy will keep the information you have supplied confidential, this information will be shared with Herts Sports Partnership as the programme funder and management of the apprentices and will not divulge it to any other third parties, except where required by law, or where we have retained the services of a third-party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with GDPR.

Signed:

Date:

J. Confirmation

I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered. I also confirm that I am legally entitled to work in the United Kingdom.

Signed:

Date:

The Training and Education Academy will collect and store your application form, CV and contact details. We process this data for recruitment purposes only. We will receive your information via email for the purpose of the Herts Sports Partnership Apprenticeship programme . We will store this data in our Applicant Tracking System, which is fully compliant with EU data protection laws and by applying via our application process you are giving consent for us to share your information with Herts Sports Partnership. We would like to keep this data until a position is offered to you. If you have been unsuccessful in securing a position on the apprenticeship programme, then we will either delete your data or inform you that we will keep it on our database for future roles.

Our privacy policy is available on request. In this policy, you will find information about our compliance with GDPR. We will send you the details to find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data.