

JOB DESCRIPTION



Job Details

Job Title	Community Outreach and Active Travel Instructor
Section	Community Programmes
Location	Jersey Sport, Main Pavilion, FB Fields, La Grande Route de Saint Clement, Jersey, JE2 6QN.
Reports To	Community Outreach Officer & Active Travel Officer
Direct Reports	None
Contract Hours	30 hours p/w (2 Year Fixed Term)
Salary	Coach / Instructor Band
Employer	Jersey Sport Limited
Residence Qualification	Five-year residency or equivalent classification

Background

Government of Jersey Partnership

Jersey Sport is committed to increasing participation of the least active and underrepresented groups. Our aim is therefore to provide developmental, diverse and inclusive opportunities for all islanders to be active, particularly those who wouldn't otherwise access sport or physical activity.

The remit of Jersey Sport extends across several GoJ Departments, with Health, Children, Young People and Skills, Infrastructure, Housing and Environment, and Public Health being key touch points.

Role of the Community Outreach and Active Travel Instructor

As well as being able to demonstrate the core behaviours of the organisation and the specialist competences required of the role there are many specific tasks that will be routinely required of the post holder. In addition, the post holder is required to carry out any task necessary to ensure we continually deliver exceptional service to our customers. The job specific tasks are detailed below.

Key tasks for Active Travel

1. In partnership with schools and other stakeholders, plan and deliver high quality Bikeability sessions that engage and progress learners to exceed expectations.
2. Ensure all course paperwork including registers, assessments and results are accurately recorded.
3. Build and maintain positive relationships with key stakeholders such as schools, government and other organisations.
4. Support in the recruitment and training of voluntary cycle leaders.

5. Reduce barriers to accessing physical activity & to bring cycling to more people regardless of their ability & socio-economic situation.
6. Help, support & enable people living with a disability to have the opportunity to experience the benefits of cycling.
7. Ensure compliance with the Jersey Sport Health and Safety Policy and ensure risk assessments are written, reviewed and updated for all cycling related activities.
8. Work effectively with the Active Travel Officer to ensure seamless communication and to support activity across the cycling programme.
9. Continually research best practice in cycling and make recommendations to management on the continual improvement of the scheme.

Key tasks for Community Programmes

1. Plan, develop and deliver sessions and activities that are age-appropriate, engaging, and aligned with the participants' needs and goals ensuring that the sessions are tailored to meet the needs of different community groups. This includes identifying target demographics.
2. Build relationships with local schools, community centres, and sports organisations.
3. Ensure a safe environment for participants by adhering to safety protocols, conducting risk assessments, and implementing first aid when necessary.
4. Promote inclusivity and encourage individuals of all backgrounds and abilities to participate and enjoy sports and activities.
5. Foster a supportive and motivating atmosphere that boosts participants' confidence and enjoyment.
6. Work with local organisations, schools, and community centres to promote programmes and strengthen community ties.

Main responsibilities

As well as being able to demonstrate the core behaviours of the organisation and the specialist competences required of the role there are a number of specific tasks that will be routinely required of the post holder. In addition, the post holder is required to carry out any task necessary to ensure we continually deliver exceptional service to our customers. The job specific tasks are detailed below.

Person Specification

Experience	Requirements
Experience and confidence of cycling unaided both on and off road.	Essential
Experience of coaching children, young people and adults to improve and develop their competencies and confidence, with the ability to engage and inspire diverse groups.	Essential

Knowledge/Interest in Cycling and Active Travel	Essential
Knowledge and understanding of the National Curriculum for Physical Education and experience of working towards a syllabus of work.	Desired
Experience in programme monitoring, evaluation and reporting	Desired
Experience of health & Safety and risk assessment process to ensure safe practise is maintained at all times.	Desired
Skills	Requirements
Strong interpersonal and communication skills, with the ability to engage and inspire diverse groups.	Essential
Ability to plan, deliver, review and improve inclusive and engaging Cycle Training sessions for a range of ages and abilities.	Essential
Ability to work under own initiative and be able to prioritise tasks to meet deadlines	Essential
Ability to demonstrate safe working practices in the delivery of play and physical activity within inclusive and child friendly environments.	Essential
Strong organisational and time management skills.	Essential
Personal Qualities and Attributes	Requirements
Passion for and commitment to developing participants competence and confidence.	Essential
Friendly and approachable manner to develop strong relationships	Essential
Excellent communication and motivation skills.	Essential
A team player and a problem solver.	Essential
Willingness to learn and develop, including the pursuit of professional qualifications, as and when appropriate.	Essential
Qualifications	Requirements
A recognised national governing body qualification, at a minimum of Level 2 standard and/ or degree based on sport, health, education/ physical activity coaching.	Essential
Bikeability instructor or equivalent national standard Cycling Instructor qualification.	Desired
Up to date Safeguarding (Adult and Children) and First Aid certificates	Desired
Clean drivers licence	Essential
More Information	
For an informal discussion about the role, please contact Laura Riley at Laura.Riley@jerseysport.je	