



JOB DESCRIPTION

- Position:** Active Recreation Officer – Belfast Disability Sports Hub
- Location:** Belfast
- Reports To:** Community Sport Manager
- Salary:** Salary Scale NJC Point 22 – 28
(£20,661 – £24,964)
- Hours:** 37.5 hours per week. Hours of work will be those necessary to carry out the full responsibilities of the post, some of which may be in the evening and/or weekends. Time-off-in-lieu will be allowed in respect of working evenings and weekends.
- Duration:** Fixed Term Contract to 31 March 2018 (Subject to funding, with the possibility of extension to March 2020).

Background Information:

Disability Sport NI is the main disability sports charity in Northern Ireland working to improve the health and wellbeing of children and adults with disabilities through sport and active recreation.

We work with people with physical, sensory and learning disabilities of all ages and with schools, disability groups, sporting organisations and clubs to ensure that everyone can benefit from sport and active recreation.

We believe that every person with a disability has the right to participate in all aspects of life and are committed to building a more inclusive society where people with disabilities have an equal opportunity to lead a full, active and healthy lifestyle through sport and active recreation.

We also work closely with Sport Northern Ireland and Governing Bodies of Sport to ensure that talented disabled sports people have the same opportunity as their non-disabled peers to train, compete and excel in their chosen sport on the world stage.

At the heart of who we are is the belief that participation in sport and active recreation at any level is a positive and transformational experience.

We understand the positive impact of sport and active recreation because every day we see how our work changes the lives of people with disabilities for the better.

Last year our programmes benefitted over 10,000 children, young people and adults across Northern Ireland, but looking to the future we know we can do more.

Job Purpose:

The post holder will be responsible for the development and delivery of a range of inclusive sport and active recreation programmes and events for people with disabilities at a new 'Disability Sports Hub' located at Girdwood Community Hub in North Belfast, as well as the delivery of a wider community outreach programme throughout the Belfast City Council area.

The project is designed to improve the health and wellbeing of people with disabilities and people with long term health conditions through sport and active recreation and will involve working in partnership with health trusts, voluntary and community organisations, disability and health related organisations, sports clubs, schools and adult centres throughout the Belfast City Council area.

Main Duties and Responsibilities

Belfast Disability Sports Hub

- To develop and deliver a sport and active recreation programme for adult centres and residential homes in the Belfast City Council area.
- To organise and deliver impairment specific sports programmes for people with physical disabilities, people who are blind or partially sighted, people who are deaf or have a hearing loss and people with learning disabilities.
- To organise participation based competitions and events in a range of sports for disability groups and schools in the Belfast City Council area.
- To work in partnership with Disability Sport NI and Live Active NI project staff to organise and deliver community events and festivals which are inclusive of people with disabilities.

Community Outreach Programme

- In partnership with sports clubs, schools, adult centres, disability organisations and health trusts to develop and deliver a sport and active recreation outreach programme for people with disabilities throughout the Belfast City Council area.

Volunteering Programme

- To develop a network of trained and insured volunteer activity leaders and coaches, including guides and buddies, with the skills and experience necessary to lead and/or support the delivery of the Belfast 'Disability Sports Hub' project.

Communication & Engagement

- In partnership with the Communications and Engagement Officer to develop and deliver a communications and engagement plan which will make people with disabilities in the Belfast City Council area aware of the 'Disability Sports Hub' project and encourage them to participate in its programmes.
- To develop a database of individuals, groups, coaches and volunteers involved in the project.

- To provide an information service on the sport and active recreation programmes provided by the Belfast 'Disability Sports Hub' project.

Safeguarding

- To prepare and run all sessions in a safe and appropriate manner in line with Disability Sport NI's policies and procedures designed to protect the welfare of children and adults at risk of harm.
- In liaison with the Community Sport Manager to ensure that all project volunteers are trained in the areas of safeguarding.
- In liaison with the Community Sport Manager to ensure Access NI checks are carried out on project volunteers in line with Access NI guidelines.

Other Responsibilities

- To manage and maintain a pool of specialist sports equipment, sports wheelchairs and adapted bikes provided through the project.
- To ensure all sports and active recreation sessions and events are organised safely in line with the Disability Sport NI's health and safety policies and procedures.
- To undertake training as required by Disability Sport NI.
- To support the organisation and delivery of Disability Sport NI's training and events programme.
- To carry out any other duties commensurate with the grade and level of responsibility of the post.