



****





**EYST Wales**

**BME Youth Invest Work Placement (2 vacancies)**

**Job Description**

**Job Title:** Community Campus Recreational Assistant – Work Placement

**Area:** Eastern Community Campus

**Hours of Work:** Part-time 16 hours per week (evenings and weekends)

**Salary:** National Minimum Wage (age appropriate)

**Tenure:** Fixed term for 16 weeks

**Responsible to**: Community Campus Sport Officer

**Aims of the Post**

1. Assist the Community Campus Sport Officer in the efficient, effective and economic delivery of services and the utilisation of resources to fulfil the requirements of Cardiff Met run facilities.
2. Under the direction of the Community Campus Sport Officer ensure the sports

facilities and associated areas, the sports programme and service delivery are of the highest standard during all hours

1. Ensure that the facility is operated at all times in accordance with all current legislation and statutory requirements (in particular the Health & Safety at Work Act).

**Principal Accountabilities and Main Duties**

1. Be responsible for the operation of the Facility's sports facilities and associated areas in terms of security, cleanliness and tidiness, safety of customers and emergency procedures
2. Assist, under the supervision of the Community Campus Sport Officer, in the implementation of the sports programme ensuring the needs of students, staff and external users are met
3. Liaise with the Community Campus Sport Officer to ensure the sports facilities and light / basic equipment are properly prepared and reinstated according to the programme of activities
4. Be responsible for spot cleaning of all sports facilities and associated areas as directed by the Community Campus Sport Officer
5. Challenge unauthorised entrance and prevent inappropriate or illegal use of the sports facilities and equipment
6. Provide back up and support within the staffing structure and carrying out the duties of another member of the sports team in the event of absence, holiday or illness
7. Deal with lost property items and to record and store items in an appropriate manner in conjunction with the Community Campus Sport Officer
8. Keep regular checks on all light / basic equipment to ensure repairs and hygiene are maintained
9. Control access to the Facility and areas within by locking and unlocking as required
10. Support internal and external marketing initiatives and promotions to achieve maximum utilisation
11. Be responsible for specific sports / ancillary areas as agreed with the Community Campus Sport Officer and to ensure they are kept clean, tidy and safe at all times
12. Undertake other discrete areas of responsibility and / or specific projects as may be required and agreed, from time to time by the Community Campus Sport Officer or Line Manager
13. Ensure that the project promotes and reflects equality of opportunity at all levels
14. Ensure that EYST Safeguarding & Child Protection and all other relevant policies are implemented
15. Uphold the confidentiality of information of clients
16. Ensure EYST administrative and financial systems are effectively maintained
17. Maintain high levels of professional standards

**Person Specification**

*Essential requirements*

1. Aged 18-24 and from a BME background; currently not in education, employment or training
2. Good understanding of customer care and health and safety issues
3. Ability to work as part of a team
4. Effective communication and time management skills
5. Enhanced DBS certificate (can be arranged through EYST)

*Desirable requirements*

1. First Aid certificate
2. A strong commitment to sport and fitness
3. Experience of working within a leisure environment
4. Experience of setting up/ breakdown of equipment
5. Welsh speaker

**Please note**

**Applications for this vacancy are by online application form only, CVs are not accepted.**

**All application forms are to be received by EYST Wales before 5pm on Friday 6th March.**

**Interviews for this post will be held on Tuesday 10th March.**

**These vacancies are funded by ESF (European) funds managed by WCVA. The work placements are organised by EYST Wales and hosted by Sport Cardiff at Cardiff Metropolitan University (Eastern Community Campus).**