Appointment of Casual Activity Leader
INFORMATION PACK

Appointment of Casual Activity Leader

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This booklet has been compiled to provide information to prospective applicants for the post of Casual Activity Leader. It is not intended to be comprehensive, but is designed to give sufficient detail to enable applicants to have a good understanding of the job and to assess their suitability.

Should you wish to have an informal discussion about the post please contact:-

Colin Hull, Sports Development Officer on 01327 322337.

Information can also be found on the Council’s internet site:-

www.southnorthants.gov.uk
GUIDANCE NOTES FOR APPLICANTS

Please read this information before you complete the application form.

This document gives information about the Council’s policies and procedures on recruitment and selection. It also supplies details about completion of the application form and other useful information.

Making an Application

Thank you for expressing interest in this vacancy. You will need to use a South Northamptonshire Council application form to apply.

- You must complete the application form to apply for this vacancy. You may send in a CV to support your application but you must still complete the application form in full. Proper completion of this form is an essential part of the selection process. Please ensure that you print clearly in black ink.

- Each vacancy is based upon a job description and person specification. The job description lists the key responsibilities of the post. The person specification outlines the skills, knowledge, experience, and qualifications etc, which are either essential or desirable. Read the job description and person specification very carefully so that you know what the job involves and match your skills, abilities and knowledge to it.

- The completed application form must show that you meet all the essential criteria. To make sure we treat all applicants fairly, we do not make assumptions about you, we only look at what you tell us about yourself in the application form.

- Complete all parts of the application form (including the Equal Opportunities Monitoring Form) and ensure that the information that you supply is clear, precise and is aimed at the job you are applying for. Always ensure that any additional sheets are securely attached to your application form.

- As a disability symbol user the Council is committed to ensuring any candidate who considers they have a disability, and who meets the essential criteria used within the selection process as set out in the person specification, will be guaranteed an interview. Please ensure that if you consider yourself to have a disability you state this on the Equal Opportunities Monitoring Form.

- The Council encourages applications from all sections of the community, and welcomes applications from all age groups.

- Please make sure you return your application form by the closing date. No applications will be accepted once the closing date has passed.

- Where English is not your first language it may be possible for the Council to provide assistance with the completion of your application form. Should you require this facility please do not hesitate to contact Human Resources.
Due to the volume of responses we have a policy of only notifying candidates who have been invited for interview. Candidates who have heard nothing within 21 days after the closing date should assume that, whilst their application has been welcomed, they have been unsuccessful.

The procedure after the closing date for applications has passed is as follows:-

a) Human Resources ensure that all application forms (without the equal opportunities monitoring forms) are sent to the appropriate line manager within the recruiting department.

b) A panel of at least two people will select the shortlist for interview. The short-listing will be based on the information provided in the application form and any supplementary documents provided. Each applicant is assessed against the criteria for appointment.

c) The short-listed candidates will be contacted and asked to attend for interview. They will be advised of any special arrangements such as tests or presentations for the interview day. Candidates will be advised of the result as soon as is practicable after the interview.

- **Email contact:** Wherever possible the Council will use e-mail correspondence as part of the recruitment process. This may include invitation to interview letters, reference request letters and offer letters. Please therefore only provide an e-mail address that you are happy for us to use to contact you if needed during the recruitment process. If an e-mail address is not available, correspondence will be sent in the post.

- Please keep free any interview date given, as it is not normally possible to re-arrange.

d) If you are successful following interview your appointment will be conditional upon receipt of satisfactory references, medical clearance, asylum and immigration checks and CRB clearance (as appropriate).

e) A contract of employment will be sent to the successful candidate as soon as is practicable.

### Data Protection Act

The Data Protection Act 1998 places responsibilities on us to process personal data that we hold in a fair and proper way. The Act came into force on 1 March 2000 and regulates the use of personal data, including any data you supply on this application form. The information you give us will be kept confidential and will only be used for the purpose of personnel management.

South Northamptonshire Council may contact other organisations (such as the Criminal Records Bureau, previous employer(s), education establishments, etc) to check the factual information you have given on the application form. The information will be stored securely, both manually and electronically and destroyed after 6 months (maximum) if your application is unsuccessful.

If we offer you a job we will use some of the information you give us on the application form in your contract of employment. The information you give on the equal opportunities monitoring form will only be used to monitor the application of our equal opportunities policy and the effectiveness of our recruitment and advertising strategies.

### Safeguarding children, young people and vulnerable adults

South Northamptonshire Council shares a commitment to safeguard and promote the welfare of children, young people and vulnerable adults. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.
District Information

South Northamptonshire is a mainly rural district, covering an area of approximately 634 km² (26.8% of the area of the county), and with a growing population of approximately 85,189 people, projected to increase to 94,304 by 2021.

The Council has three strategic priorities:
- Preserve what’s special;
- Protect our quality of live;
- Enhance performance;

The district consists of two historic market towns – Brackley and Towcester, 96 villages and 78 parishes. Brackley, with a population of approximately 13,018 and Towcester with a population of approximately 9,252 are home to 26.1% of the population of the district.

With its central location, halfway between London and Birmingham, easy access to the M1 and M40 motorways and a number of rail stations, South Northamptonshire is a great location for commuters and businesses.

The Silverstone Circuit, as well as attracting many thousands of visitors through the year, is also a significant employer, home to a number of internationally recognised, high-technology motorsport industries. Building on its current success there are ambitious plans to develop the circuit further with new facilities including a University Technology College and plans for 4500 new technology jobs.

Rolling countryside, the canal network, stately homes and other natural and cultural attractions have helped the district’s tourism industry to grow. The heritage of our historic towns and villages is nurtured and protected with 55 conservation areas in place.

Development and growth are centred on the market towns of Brackley and Towcester. Masterplans have been approved for Brackley, Towcester and Roade to guide growth and to ensure that the communities secures new facilities, regenerated town centres and become great places to live, work and visit.

The employment rate in South Northamptonshire is high, compared to the regional and national average, at 80.4% of 16-64 year olds in occupation. Figures have consistently shown that South Northamptonshire has a lower percentage of younger people in the Job Seekers Allowance claimant numbers than the regional and national average.

Further reading

South Northamptonshire Council
http://www.southnorthants.gov.uk/Council.htm
Community Services

Casual Activity Leaders

£7.13 per hour up to 25 hours week

Staff must be available from 22\textsuperscript{nd} July – 2\textsuperscript{nd} September 2015

Casual Summer Activity Leaders are required to organise and deliver a number of multi-sports and play activity sessions for children and young people aged 5-16 as part of the Council’s SPLAT summer holiday programme. They will also assist and support coaches and artists in the delivery of specific activities and also two mass participation events.

Activity Leaders must hold either a Level 1 Sports Coaching Qualification or CSLA (or equivalent) or a Level 2 child care, youth work or play qualification, transport to travel across the district and good communication skills.

For more information please contact Colin Hull on 01327 322337.

To download an application pack and apply for the post, please visit [http://www.southnorthants.gov.uk/CouncilJobs.htm](http://www.southnorthants.gov.uk/CouncilJobs.htm) or contact Human Resources on 01295 221528.

Please note that all applications must be made on our standard application form and CVs will not be considered.

Closing date: Friday 8 May 2015
Interview date: w/c 26 May 2015

“South Northamptonshire Council is committed to safeguarding children, young people and vulnerable adults”.

Committed to

Equal Opportunities
# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Casual Summer Activity Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service:</td>
<td>Community Services</td>
</tr>
<tr>
<td>Directorate:</td>
<td>Community and Environment</td>
</tr>
<tr>
<td>Post No:</td>
<td>TBC</td>
</tr>
<tr>
<td>Grade:</td>
<td>Hourly paid</td>
</tr>
<tr>
<td>Responsible to:</td>
<td>Sports Development Officer</td>
</tr>
<tr>
<td>Responsible for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Key Objectives:

1. To assist in the development and provision of sports, play and arts opportunities for the residents of South Northamptonshire, particularly targeting 5-16 year olds

## Principal Duties and Responsibilities:

1. Plan, prepare and deliver fun and games sessions, as directed by the Assistant Sports Development Officer.
2. Assist and support National Governing Body Coaches in the setting up & breaking down of equipment and delivery of sports specific coaching sessions, as required.
3. Assist and support the Assistant Sports Development Officer in supervising groups of young people on organised sporting trips outside the district, as required.
4. Assist and support the Sports Development Team in the overall administration, marketing and promotion of the activity programme.
5. Register children onto the activities as they arrive, ensure all contact and medical information is correct with the parent/guardian and take payment for activities.
6. Ensure equipment and locations are safe for use and complete a risk assessment form for activities.
7. Ensure the health and safety of self, colleagues and participants, making certain that good practice, normal and emergency operating procedures are implemented on all activities.
8. Undertake any other reasonable duties as directed by the Sports or Arts Development Officers.
## Person Specification

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>A coaching award or CSLA qualification</td>
<td>First Aid</td>
</tr>
<tr>
<td><strong>Skills</strong></td>
<td>Good communication skills and ability to deal effectively with a wide range of the public including coaches, children and their parents in person.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to lead and deliver a number of sports and games activities for children aged 5-16 (primarily) and ensure sessions are inclusive for all and good child protection practice are observed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good awareness of health and safe issues and the ability to complete risk assessment forms at the start of each session.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cash handling skills and the ability to ensure registers are completed correctly.</td>
<td></td>
</tr>
<tr>
<td><strong>Safeguarding children, young people and vulnerable adults</strong></td>
<td>Fully understands their role in the context of safeguarding children, young people and vulnerable adults.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.</td>
<td></td>
</tr>
</tbody>
</table>

Job Description and Person Specification created/updated by:

in:
### Employing Authority:
South Northamptonshire Council

### Post Title:
Casual Activity Leader

### Post No:
TBC

### Directorate:
Community and Environment

### Service:
Community Services

<table>
<thead>
<tr>
<th>Applicants currently employed by South Northamptonshire Council</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salary Range and Grade</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Contract Type</strong></td>
<td>Casual</td>
</tr>
<tr>
<td><strong>Business Mileage</strong></td>
<td>Essential user rates/Casual user rates</td>
</tr>
<tr>
<td><strong>Interval/Method of payment</strong></td>
<td>25th monthly by credit transfer into a bank or building society</td>
</tr>
<tr>
<td><strong>Main place of work</strong></td>
<td>Towcester</td>
</tr>
<tr>
<td><strong>Hours of work</strong></td>
<td>Various hours per week on an ad hoc basis</td>
</tr>
<tr>
<td><strong>Council’s standard hours are:</strong></td>
<td></td>
</tr>
<tr>
<td>8.45 am to 5.15 pm, Mon to Thurs</td>
<td></td>
</tr>
<tr>
<td>8.45 am to 4.45 pm, Fri</td>
<td></td>
</tr>
<tr>
<td><strong>Flexi Leave</strong></td>
<td>The Council’s flexible working hours policy applies.</td>
</tr>
<tr>
<td><strong>Notice Period</strong></td>
<td>One Month</td>
</tr>
<tr>
<td><strong>Annual Leave Entitlement</strong></td>
<td>22 working days (rising to 25 days with five years’ continuous service). In addition, there are public holidays and four extra statutory days.</td>
</tr>
<tr>
<td><strong>The leave year runs from 1 April to 31 March.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Election/Leave Embargo</strong></td>
<td>Employees are currently not permitted to book leave in advance between the period of 1 March to 31 May 2015 inclusive</td>
</tr>
<tr>
<td><strong>Probation Period</strong></td>
<td>Six-month probation period</td>
</tr>
<tr>
<td><strong>Pension Scheme</strong></td>
<td>Local Government Pension Scheme</td>
</tr>
</tbody>
</table>

### Safeguarding children, young people and vulnerable adults
South Northamptonshire Council have a commitment to safeguard and promote the welfare of children, young people and vulnerable adults. Robust processes and procedures are in place to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

**If the post you are applying for involves working with children, young people and/or vulnerable adults you will be subject to the safer recruitment process.**
The post for which you are applying comes within the Disclosure Barring Service’s list of jobs requiring Enhanced Criminal Record check. This means that if you are successful in your application for employment, you will be required to complete a form giving your permission for details of any spent and unspent convictions, cautions, reprimands and warnings to be made available in confidence to the Council.

A criminal record does not necessarily mean an appointment cannot be made and the Council ensures that no applicants who have a criminal record will be unfairly treated.

<table>
<thead>
<tr>
<th>Restaurant</th>
<th>Available on site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td>Available on site</td>
</tr>
<tr>
<td>Childcare vouchers</td>
<td>Computershare Voucher Services</td>
</tr>
<tr>
<td>Subsidised Corporate Leisure Membership</td>
<td>Available at Towcester Centre for Leisure, Brackley Leisure Centre and Brackley Swimming Pool.</td>
</tr>
<tr>
<td>Participation in the Cycle scheme</td>
<td>Yes</td>
</tr>
<tr>
<td>Preferential rates for BUPA Healthcare and insurance benefits</td>
<td>Yes</td>
</tr>
<tr>
<td>No Smoking Policy</td>
<td>The Council operates a no-smoking policy throughout all Council premises. Hopefully, if you are a smoker, you will see that the Council is acting in the overall interest of all its employees’ health and you will not be deterred from applying for any post which interests you.</td>
</tr>
</tbody>
</table>

**Interview Arrangements**

<table>
<thead>
<tr>
<th>Interview Day and Date</th>
<th>w/c 26 May 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview Location</td>
<td>Towcester</td>
</tr>
<tr>
<td>Closing Date for Completed Applications</td>
<td>Friday 8 May 2015</td>
</tr>
<tr>
<td>Please return completed application form and equal opportunities monitoring form in an envelope marked “Confidential” to:-</td>
<td>Human Resources South Northamptonshire Council Springfields Towcester Northants NN12 6AE</td>
</tr>
<tr>
<td>or email directly to:-</td>
<td><a href="mailto:recruitment@cherwellandsouthnorthants.gov.uk">recruitment@cherwellandsouthnorthants.gov.uk</a></td>
</tr>
</tbody>
</table>
South Northamptonshire Council is committed to:-

- ensuring that all employees have the knowledge, skills and competence to do their jobs effectively
- providing training and development opportunities for employees to develop their abilities and potential.

Employees have individual training and development plans which are reviewed on a regular basis and the Council aims to provide appropriate and relevant training and development activities for each employee.

The Council offers a varied programme of training and development:

- Comprehensive induction and essential training for every new employee.
- A corporate training programme run in-house, covering areas such as Management and Supervisory Development, Information Technology, Health and Safety, Equal Opportunities and Interpersonal Skills.
- Attendance at appropriate courses, seminars or workshops.
- Training to meet Continuing Professional Development requirements.
- Assistance, where possible, for employees to obtain qualifications relevant to their work and future development.

The Council's commitment to planning, communication, training and development is also recognised by its continuing achievement of the national Investors in People Standard.
South Northamptonshire Council is fully committed to equal opportunities in employment and opposes any form of unfair discrimination on grounds of gender, marital status, race, colour, nationality, ethnic origin, disability, criminal record, age, sexuality, religious or political belief, membership or non-membership of a trade union, or HIV status.

The Council will:

- take all possible steps to
  - treat employees and potential employees fairly
  - ensure that decisions on recruitment, selection, promotion, and training are made solely on merit and ability to carry out the job

- work within the framework of the law and published Codes of Practice on equal opportunities in employment

- make any necessary and reasonable adjustments to accommodate the needs of disabled employees and applicants such as
  - accepting applications from disabled candidates in alternative formats including tape, computer disc, Braille, or by telephone
  - interviewing all disabled applicants who meet the selection criteria for a job vacancy
  - making adjustments to premises

- seek to give all employees equal access to training and development opportunities

- have clear, fair and sensitive procedures for dealing with unfair discrimination and harassment

- monitor all areas of the Policy to
  - check that unfair discrimination is not taking place
  - actively develop its employment policies, procedures and practices
  - decide what actions to take for equal opportunities.

- communicate the Policy to all employees and potential employees and give training and guidance to all who put it into action

The Council positively welcomes applicants for jobs from all sections of the Community.
Eligibility to work in the UK

It is a requirement of the Asylum and Immigration Act 1996 that all employers in the UK take steps to ensure that new employees are eligible to work. Under section 8 of the Act an employer is guilty of a criminal offence if it employs a person subject to immigration control unless that person has been given leave to remain and work in the UK.

The Act provides the employer with a statutory defence if the employer can prove that before the employment began, it checked and recorded certain documents.

South Northamptonshire Council is an equal opportunities employer and in order to comply with its employment policies and the Race Relation Act, it is policy to treat all applicants equally in complying with the Asylum and Immigration Act. Consequently all external applicants who are invited to interview are asked to bring appropriate documentation.

An employment offer cannot be confirmed until satisfactory evidence has been provided by the applicant.

References

References for successful candidates are normally requested after the interviews. Occasionally it may be necessary to request references before the interviews. All applicants are asked if South Northamptonshire Council is able to request references without further authority from them:

• If the applicant ticks YES, references may be requested prior to interview
• If the applicant ticks NO, references will not be contacted until further authorisation has been obtained. This will not have any detrimental affect.

An employment offer cannot be confirmed until two satisfactory references have been received.

Medical Clearance

All medical questionnaires are strictly private and confidential and will only be seen by South Northamptonshire Council's Occupational Health Advisor who will confirm if medical clearance can be given. The Occupational Health Advisor may require further medical information from the applicants GP before a decision can be made, in which case the applicant will be kept informed.

An employment offer cannot be confirmed until the applicant is confirmed as fit for employment.
Rehabilitation of Offenders

The Rehabilitation of Offenders Act was introduced to ensure that applicants are not discriminated against when applying for jobs if they have been convicted of a criminal offence and have not re-offended for a period of time.

The Act allows certain types of conviction to be treated as “spent” after a certain (variable) period of time. Applicants are no longer legally required to disclose convictions that have been “spent”, unless the role they are applying for is except from the Act. In the case of more serious crime, such as where the sentence is more than 30 months imprisonment, the convictions can never become “spent” and must always be taken into account.

Certain roles may be exempt from the Act to protect vulnerable client groups such as children, young people, the elderly, sick or disabled. In such cases an employer is legally entitled to ask applicants for details of all convictions.

Cautions, reprimands and final warnings are not criminal convictions and are not covered by the Rehabilitation of Offenders Act. They become “spent” immediately and employers may only consider them when appointing to an exempt role.

South Northamptonshire Council is fully committed to equal opportunities in employment and will take all possible steps to ensure that applicants who have criminal records are treated fairly. Having a criminal record will not necessarily bar an applicant from employment but this will depend on the circumstances and background of the offence(s).

All applicants who are offered employment to an exempt post will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions. The Information for Applicants will confirm whether a DBS check is required for the role.

An offer of employment may be withdrawn upon receipt of unsatisfactory clearances. Should this happen the applicant will be given the right to discuss the matter with the recruitment manager and / or a member of Human Resources.

Employees in exempt roles will be subject to a DBS check every three years. South Northamptonshire Council will meet the cost of the check for all successful applicants and any required thereafter.