

We're **recruiting**

JOIN THE TEAM AT DU





Community Sports Intern - Set for Success

Location : Trem y Dyffryn, Denbigh

Salary : £22,737 per year / £11.79 per hour

Hours : 30 hours per week

Contract : Fixed Term for 12 months

Closing Date : 30th September 2024

Mae'r dogfen hon hefyd ar gael yn y Gymraeg / This document is also available in Welsh

How to apply:

To apply, please email us answering the below questions:

1. Why are you interested in this opportunity?
2. What skills do you think you can bring?

You are welcome to also send us your CV, but please don't worry if you do not have a CV. Please send your answers to the above 2 questions to our People Team at People@denbighshireleisure.co.uk. For alternative methods of applying, please call the team on 01824 706194.

We will shortlist for interview shortly after the vacancy has closed, and if you have been selected for interview, you will receive an email with details. If you are not contacted within 3 weeks of the closing date, please assume that unfortunately on this occasion you have not been selected for interview.

About the Opportunity

Are you looking for an exciting developmental opportunity in the sport sector? If yes, then this exciting new intern opportunity at DLL in partnership with the Youth Sport Trust (YST) could be for you. This is a fantastic opportunity to join the team delivering the Set for Success programme - an intensive Athlete Mentor led, youth leadership initiative targeting young people who are most at risk of becoming not engaged in education, employment, or training (NEET). Further information on the Set for Success programme can be found here - <https://www.youthsporttrust.org/programmes-list/wimbledon-set-for-success>

This rare opportunity will develop your skills in school support, event administration, customer service and data management. We're looking for someone who is keen to work within a team and deliver excellent results for young people in our local area. This is a great opportunity to learn many transferable skills and build relationships with a wide range of people and organisations.

You will be based in our Community Sports team, and will spend 3 days a week working on the Set for Success project, and the rest of your time supporting our Community Sports team in their day to day tasks.

In return you will work with a passionate and forward-thinking Company and Charity committed to improving children's lives. As a member of the team, we guarantee you will feel very much part of both DLL and YST missions and will experience fun, challenge and fulfilment in your role.

In DLL, our workforce is of utmost importance to us and we are committed to supporting staff to achieve a positive work-life balance. All our employees are entitled to a variety of benefits, including discounted staff gym membership, personal and professional learning and development opportunities, generous annual leave allowances (with the opportunity to purchase more) and more.

DLL and the Youth Sport Trust believe that diversity drives excellence, and that representation is important. Therefore, we positively welcome and seek to ensure we achieve diversity in our workforce and that all job applicants and employees receive equal and fair treatment. We encourage applications from all candidates regardless of age, race, sex, gender identity, religion, sexual orientation, disability, or nationality.

We actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences.



Job Description

Job Title: Set for Success Intern

Grade: 2

Company: Denbighshire Leisure Ltd

Service Area: Active Communities

Responsible to: Community Sports Manager

Job Purpose:

- Provide effective support for the Set for Success programme in Denbighshire and the wider national programme, delivered by the Youth Sports Trust and funded by the Wimbledon Foundation in partnership with Barclays.
- Support the DLL Community Sport Team in their wider priorities.

Principal Accountabilities and Responsibilities:

Set for Success Role

To support the successful delivery of the Set for Success (SfS) programme:

- Providing customer service by email and phone
- Support SFS Athlete Mentor and teacher sessions in up to 6 schools in Denbighshire and neighbouring authorities.
- Support the lead teacher in each school with administrative tasks including research and insight, reporting, Leadership Skills Foundation awards, new supplier forms, travel, and accommodation support.
- Support the schools to understand the full requirements of the SfS programme and ensure the athlete mentor visits are being booked in, the right space is booked for the sessions and the relevant kit and resources are provided for the sessions.
- Attend and support the area and national events.

DLL Role

- To support the delivery of sport sessions as identified by staff within the Community Sport and Leadership team of the Active Communities department.
- To collect and collate feedback to help colleagues to monitor projects effectively.
- To carry out any other related duties as directed by staff within the Community Sport and Leadership team

General

- Adhere to all relevant safeguarding policies and procedures and report any concerns.
- Support Youth Sport Trust and DLL in retaining an inclusive culture and ensuring equality, diversity and inclusion are embedded in all aspects of the role.
- Work within data protection, information security and health and safety policies and guidelines.



- Contribute to the timely, accurate and efficient use of management information across the programme by adhering to reporting system requirements.
- Promote, uphold, and demonstrate the Youth Sport Trust and DLLs values.

Personal Skills and Abilities:

- Team player
- Ability to manage time and to prioritise work
- Excellent communication and team skills with the ability to deal with a wide range of people.
- Able to take responsibility for areas of work and display initiative in solving problems.
- Able to work on own initiative.
- Able to compete priorities, achieve targets and respond quickly and flexibly to changing needs and tight deadlines.
- Understanding of the use of influencing skills.

Special Working Conditions:

The post holder must have the ability to travel across Denbighshire as and when required. All costs associated with travel will be fully reimbursed in line with our Travel policy.

Employment Checks/Specific Requirements:

All new starters are required to undergo our standard safer recruitment checks; enhanced DBS check, two satisfactory references covering three years employment, evidence of essential qualifications, evidence of Right to Work in the UK.

We actively encourage and welcome applications from candidates of diverse cultures, perspectives and lived experiences.

Safeguarding Statement

Denbighshire Leisure Ltd recognises its obligations to safeguard children and adults together with preventing slavery and human trafficking and will do all in its power to prevent slavery and human trafficking within its business. Modern slavery can take many forms including the trafficking of people, forced labour, servitude and slavery.

Safeguarding is everyone's business and all Denbighshire Leisure employees are required to work in accordance with the organisation's Child / Adult Safeguarding policies and procedures and have a duty to report any concerns which may be noted during the course of their duties and are asked to be alert to the signs of exploitation. Concerns should be raised via their Designated Safeguarding Manager in order that the organisation can take prompt action when exploitation is identified.





THANK YOU FOR YOUR INTEREST

For more information please contact Aled Williams, Community Sport Manager, at 01824 712509 or aled.williams@denbighshireleisure.co.uk



www.denbighshireleisure.co.uk



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