



Sports and Fitness Project Worker JOB DESCRIPTION

ACTIVITY TEAM LEAD AND SPORTS SPECIALIST

One-To-One Enfield

JOB TITLE:	Activity Team Lead and Sports Specialist
RESPONSIBLE TO:	Director of Operations
ACCOUNTABLE TO :	CEO
BASE:	Travelling between various locations around Enfield
SALARY:	£15 per hour
HOURS:	8 hrs p/w

Role Description:

We are looking for an enthusiastic and proactive Activity Team Leader to join our team at One to One. In this rewarding role, you will play a key part in supporting the planning and delivery of a wide range of events and activities that meet both our contractual commitments and the needs of our members.

To ensure the smooth and effective running of all programmes, you will provide day-to-day leadership and line management of the activity team and the administrator supporting this area of work.

In addition to management duties, you will have a hands-on role leading and delivering sports and fitness sessions, either personally or in collaboration with colleagues, members, community partners and local colleges. You will ensure that all activities are inclusive, well-organised and effective, with measurable outcomes that promote physical activity, healthy lifestyles and wellbeing within the community.

Accountabilities:

- Work with and provide line management of the Activities and Events Administrator to ensure delivery of activities within One-to-One Enfield.
- Provide leadership to staff delivering activities to members
- Work proactively with partners and oversee programmes delivered by partner organisations and community groups

- Ensure all programmes, events, and sessions, are safe, inclusive and engaging.
- Ensure that all contractual requirements are delivered
- Ensure the delivery of CRM administration, monitoring and reporting for delivered programmes (e.g., attendance tracking, participant feedback, impact measurement).
- Communicate effectively with members, staff and partners to promote activities and respond to enquiries.
- Actively coordinate sessions, workshops and events, including set-up, registration, and participant support.
- Identify and escalate any safeguarding, health, or operational risks that may impact the safe delivery of activities.
- Maintain up-to-date project templates, programme timetables and resources.
- Contribute ideas to improve service delivery and members' experience.

Essential Knowledge, Experience and Qualifications required:

- Sports and/or fitness related qualifications (e.g., coaching, instructing, sports science, Level 2/3 Sports Coach, Personal Trainer or equivalent).
- Experience in delivering or supporting sports, fitness projects.
- GCSE English or equivalent
- Computer literate including proficient use of MS Office
- Strong communication skills, written and verbal.
- Ability to work independently and as part of a team.
- A positive, proactive attitude with the ability to adapt to changing priorities.
- Patience, empathy and a person-centred approach.

Desirable Knowledge, Experience and Qualifications:

- First aid qualification.
- Wellbeing-related qualifications (e.g., first aid, mental health awareness).
- GCSE Maths or equivalent
- Experience in delivering or supporting community wellbeing projects.
- Experience of working with diverse communities, including underrepresented groups, in sport and fitness.

General Responsibilities:

- Promote inclusion, diversity, and accessibility in all sports and wellness programmes.
- Support the collection of data to evaluate outcomes and evidence impact on community health and wellbeing.
- Adhere to safeguarding, health & safety, and organisational policies always.
- Undertake additional duties relevant to sports and wellness activities as required.

Problem solving:

- To keep appraised of current and changing practices within our membership and related areas including good practice in community sport, physical activity and wellbeing.
- Help identify barriers to participation and suggest solutions to improve members' accessibility and engagement.
- Support the charity in resolving day-to-day operational challenges.

Impact:

- Become a subject matter expert, acting as an advocate for health, fitness and wellbeing in the community.
- Build positive relationships with members, volunteers and partner organisations.
- Train across all areas of the Charity to ensure own development is identified and responsibility taken to drive forward professionally.

Demonstrable Behaviours**(what needs to be demonstrated in 'how' to be successful in the role):**

- Motivate and encourage community members to take part in sport and wellness activities.
- Demonstrate a positive and approachable attitude.
- Be flexible and adaptable to meet the needs of different participants.
- Promote teamwork, inclusivity and respect.
- Set a direction for your own role.
- Build bridges between teams and stakeholders.
- Make the time to engage with your colleagues; Listen to Understand, Lead by Example, Share and Learn.