



JOB DESCRIPTION

- Position:** Active Recreation Officer – North & West Belfast (Job Share)
- Location:** Belfast
- Reports To:** Project Manager
- Salary:** Salary Scale NJC Point 12 – 22
(£21,589 - £26,317) pro rata
- Hours:** 18.75 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 31st March 2021 (Subject to Funding on an annual basis)

Background Information:

Live Active NI is a Community Interest Company recently established by Disability Sport NI to run health and wellbeing related active recreation projects which will benefit everyone in the community, with a particular focus on people with disabilities, people with long term health conditions and older people.

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.

Live Active NI secured funding from Belfast City Council and Sport NI for the 'Live Active NI North & West Belfast Active Recreation Project which has been running for the past 3 years.

Job Purpose:

The post holder will be responsible for the organisation and delivery of a range of inclusive sport and active recreation sessions and events. This will involve working in partnership with health trusts, voluntary and community organisations, disability and health related organisations, sports clubs, schools and adult centres throughout Northern Ireland to implement active recreation projects and events which actively improve the health and wellbeing of inactive people.

Main Duties and Responsibilities

Active Recreation Programmes

- To develop active recreation opportunities which give people with disabilities in the Belfast City Council area the opportunity to be more active through the provision of a range of 45 - 60 minute weekly active recreation opportunities.
- To ensure all sports and active recreation sessions and events are organised safely in line with the Live Active NI's health and safety policies and procedures.

Everybody Active Community Events & Festivals

- To organise community participation events throughout the city which 'celebrate' active living and inspire more people with disabilities to get active.
- To work with existing active recreation and leisure providers to support the development of inclusive programmes for inactive people including sports clubs, schools and adult centres, disability organisations, Governing Bodies of Sport, Local Authorities and Health Trusts.

Volunteering Programme

- To develop a network of trained and insured volunteer activity leaders, including guides and buddies, with the skills and experience necessary to lead and/or support the delivery of 'Everybody Active' programme activities.

Communication & Engagement

- To develop a communications and engagement plan which will make people with disabilities in the Belfast City Council area aware of the 'Everybody Active' project and encourage them to become more active.
- To develop a database of existing local and inclusive active recreation opportunities, sports and activity clubs, sports providers and community groups in Belfast City Council areas.
- To provide an information service on both existing and new active recreation opportunities.

Safeguarding

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

Other Responsibilities

- To undertake training as required by Live Active NI and Disability Sport NI.
- To support the organisation and delivery of Live Active NI and 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.