



Job Title: Physical Activity & Inclusion Coordinator

Unit/School: Met Sport

Grade: 4A/B

HERA:

## Core purpose of role

Creating and promoting opportunities across a range of settings to help people of all ages and abilities to engage in regular physical activity as individuals, families and communities across settings which can support participation in physical activity ranging from parks, community centres, recreation and sports facilities and faith-based centres.

We want to create a shift in our communities in Cardiff so that they feel it is the norm to move more, and there is an activity 'buzz' in the city as people find different ways to enjoy being active.

It will be important to support, encourage and grow all types of leaders, and give power to local people, workplaces, groups and clubs.

## Key responsibilities and contributions

- Utilise asset-based community development methods to engage the least active populations and identify the community strengths within an area.
- Facilitate sport and physical activity programmes alongside the community that increase awareness, confidence and ownership within communities
- Ensure equity and inclusion are at the forefront of planning and delivery.
- Understanding of the strategic direction of the Move More PA and Sport Strategy to increase Physical Activity through a placed-based approach
- Understanding a whole systems approach to physical activity and sport to ensure sustainability of opportunities, with consideration given to the various levels of the system.
- Support communities to identify barriers to participation and movement, learning how to adapt approaches dependent on local need.
- Understand and comply with health and safety requirements (including risk assessments, premises checklists, safeguarding).
- Use a mixture of stories, learning logs and data to understand how things are changing, and what impact the work is having when reporting. Use research and



insights gathered to contribute to the evidence base on systems thinking.

- Engage with stakeholders from the local area to build an area profile of population and opportunities.
- To attend relevant meetings and events related to community sport and physical activity as agreed with line manager.
- To ensure that the service provided is operated at all times in accordance with all current legislation and statutory requirements
- Work with local sports clubs and community groups to support funding applications that promote sustainability long term.

## **Person specification**

### **Essential qualifications / Professional memberships**

- Good standard of general education including GCE/GCSEs in English and Mathematics (or equivalent).

### **Essential experience, knowledge and skills**

1. Proven experience of working in a community setting.
2. Experience of administrative and project planning.
3. Experience of budgeting and numeracy skills.
4. Knowledge of health & safety procedures and processes.
5. Exceptional communication and interpersonal skills, able to develop and maintain strong relationships with a broad range of key stakeholders.
6. Excellent time management and organisational skills, able to manage multiple priorities simultaneously.

### **Desirable**

1. Undergraduate or post-graduate degree in a relevant subject.
2. Safeguarding and protecting children qualification.
3. First Aid qualification.



### Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
<b>A1 – Beginner</b> Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
<b>A2 - Basic user</b> Can deal with simple, straightforward information and communicate in basic Welsh.				
<b>B1 - Intermediate user</b> Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
<b>B2 - Upper intermediate user</b> Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
<b>C1 - Fluent user</b> Can communicate fluently in Welsh.				
<b>C2 - Master user</b> Can communicate fluently on complex and specialist matters in Welsh.				

### Disclosure & Barring Service requirements

This post requires an enhanced DBS child barred list check.

### Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.