

Job Description



Job Title : Diversity and Inclusion Apprentice (Sport Development)

Location : Cardiff

Department : Sports

Salary : Dependent on experience

Work Hours : Full time (35 hours a week)

Contract : Fixed, 18 months

Reporting to : Diversity and Inclusion Sports Development Officer

Line Management : None

The main purpose of the job:

If you are not fluent in Welsh this is a fantastic opportunity to learn Welsh as part of the role and play a vital role in our aim to reach, include and provide life-shaping opportunities for children and young people from all cultural and social backgrounds.

The aim of the post is to increase the participation of children and young people from diverse backgrounds in a consistent sporting activity, encouraging the Welsh language. The position will also promote diversity and inclusion by working closely with the Sports Development, Diversity and Inclusion Officer.

Main duties and responsibilities:

1. Assist and coordinate independent projects and lead weekly sessions outside of working hours.
2. Work with community groups to create a plan to engage new local communities with sport.
3. Working with the Sports Development Officer to run schemes in the heart of Cardiff that will create local street opportunities and direct talent and offer grassroots participation into a national governing body.
4. Support community projects (Boys and Girls) from schools to the community.
5. Collaborate with existing local clubs to encourage children and young people to attend weekly sessions.
6. Marketing the area's clubs and events.



7. Promote the use of the Welsh Language within the city's more diverse communities.
8. Support department staff to recruit, train and develop volunteers / ambassadors to carry out activities sustainably.
9. Work with staff and partners to encourage and ensure exit routes for those taking part.
10. Contribute to the success of regional and national sporting activities under the guidance of the events department.

Person Specification and Criteria: Qualifications, Skills and Experience

Notes for applicants:

- *To apply, the application form must be fully completed, providing examples to support your answers. You must demonstrate that you meet all the essential criteria to be shortlisted.*
- *After the deadline, this job advertisement will not be available on our Website, so please remember to keep a copy for your entries.*

Essential:

1. Possession of a driving licence and car, or the ability to travel fully flexible and autonomously will be required to perform this job.
2. Being able to communicate in English and a **willingness to learn Welsh is essential** for this role.
3. Interested to develop professionally and take every opportunity it brings.

Desirable:

1. Experience competing or assisting with the organisation of sports competitions.
2. Experience of working with children and young people is an advantage.
3. Experience of coaching is an advantage.
4. An understanding of the aim and objectives of Urdd Gobaith Cymru.



Training:

As part of the apprenticeship, training will be offered to the successful candidate. The successful candidate is expected to undertake all training offered.

The successful candidate will undertake a Sports Development Level 3 Apprenticeship Framework.

The framework includes the following qualifications:

1. NVQ Level 3 in Sports Development (QCF)
2. Level 3 Advanced Sports Leaders Certificate
3. Level 3 Certificate of Employment Rights and Responsibilities
4. Level 2 Essential Skills

In addition, the additional training is provided below:

1. Training and lessons to learn or improve your Welsh language skills.
2. Sport Specific Qualifications
3. Physical Literacy
4. First Aid
5. Safeguarding and Protecting Children
6. Health and Safety
7. PREVENT
8. Autism Awareness
9. DIT (Disability Inclusive Training)

A large percentage of training takes place in the workplace and within workshops organised during working hours. However, apprentices are expected to regularly complete significant chunks of coursework out of hours. All apprentices will have access to a work laptop in order to do so.

The Apprenticeship Department is delighted to be able to offer exceptional support for all apprentices to succeed. We work with apprentices as individuals and tailor the support to suit the apprentice's needs.

In addition to the above training, internal training is given on the department's various activities including organising and leading activities in Schools, the community, holiday schemes and regional and national competitions.

If you are not fluent in Welsh: a specific time will be designated weekly in order to focus and develop your Welsh language skills. Depending on your starting point, you would attend classes to further your language skills and be encouraged to use the language in your daily activities.

Changes to Job Description: This job description may change or be amended at any time after consultation with the officeholder.

Flexibility: We would like to draw your attention to - in some cases specific duties and responsibilities are difficult to analyse in detail and may change from time to time without changing



the overall character of the duties or the level of responsibility.

In addition, all staff are required to accept elements of flexibility in their duties and responsibilities, and when necessary, exchange in order to meet the ever-changing needs and requirements of the service. Such a need will enable the holder's specific expertise to grow and develop for the benefit of both employer and employee.

Review: This job description was published in January 2023 and is constantly reviewed as part of the individual's development, along with a performance review.

CRYNODEB O'R TELERAU, AMODAU AC BUDDIANNAU

(ceir manylion llawn yn y Llawlyfr Staff)

Job title:	Diversity and Inclusion Apprentice (Sport Development)
Trial period:	There will be a 3 month probation period
DBS check:	The successful applicant will be required to be verified by the Disclosure and Barring Service (DBS)
Medical examination:	The right is reserved to require the appointee to undergo a medical examination before formally offering the position.
Salary:	Dependent on experience
Annual leave:	25 days of annual leave and eight days of public holidays are allowed. The holiday will increase to 28 days after 5 years of service and then to 33 days after 10 years of service.
Honorary Day St David's Day:	Apart from your annual holidays, staff have the right to take St David's Day off as an annual honorary day. Part-time staff are entitled pro-rata to this honourable day and seal a full day at 7 hours.



Pension:	There will be an opportunity to choose to join the Guild's 6% pension scheme immediately, or you may be enrolled into an 'Automatic Enrolment' scheme.
Eye tests:	We as an organisation will accept responsibility to pay for biennial eye tests for those staff who use Visual Display Units (VDU) for at least 50% of their time. This can be claimed by including it on a normal cost form.
Life insurance:	Following completion of 6 months on the job you will join the Urdd life insurance scheme which offers equivalent insurance and 3 times your annual salary for the duration of your employment with the Urdd up to age 70.
Staff discount:	It is possible to obtain a reduction of: <ul style="list-style-type: none">- 20% on merchandise in the Urdd Shop in total.- 50% on holiday to stay in the camps.- 1 adult ticket and three free child tickets to the Eisteddfod each day.- 2 tickets to an evening concert at the Eisteddfod and 2 tickets to the Bryn Terfel Scholarship.