

JOB DESCRIPTION

Job Title:	Active Communities Worker
Grade:	Grade 2
Responsible to:	Active Communities Development Officers
Location:	Various locations across Salford.
Responsible for:	See Main Duties and Responsibilities.
Hours of Duty:	<p>This is a casual role. Hours are not guaranteed and work is offered based on programme need.</p> <p>Post holder will need to be available for the programme across the summer of 2026 where the majority of the hours will be.</p> <p>Variety of shift lengths available including daytime, evening and weekend.</p>

Purpose and Objectives of Post:

Working as part of the Active Communities Team, the post holder will help children and young people across Salford to be active, confident and healthy by delivering fun, safe and inclusive activity sessions. The role involves engaging children aged 4–16 in enjoyable, age-appropriate activities in local community settings, including delivery during evenings, weekends and school holidays.

Main Duties and Responsibilities:

1. To work as part of a small team in planning and delivering appropriate activities in line with the Active Communities work programme.
2. To ensure that all the activities undertaken are appropriate for the ages and abilities of the children.
3. To ensure the reasonable health and safety of children and team members during the programme.
4. To take account for and care of all equipment and materials provided.
5. To complete the relevant paperwork associated with the programme enabling a full and concise report to be drafted along with an accurate monitoring of events.

6. To participate in the appropriate Induction training process.

Corporate Responsibilities:

7. To ensure high levels of professional conduct with particular reference to punctuality, dress, presentation and administration.
8. To ensure that customer care is the major priority for service provision.
9. To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
10. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of the SCL as being keen to assist wherever possible and positively promote the work the SCL does across its various services.
11. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.

Review Arrangements

The details contained in this job description, particularly the principal responsibilities, reflect the job content at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals' jobs will change; existing duties may be lost and other duties gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this job description from time to time and will consult regarding such revisions with the post holder at the appropriate time.

Date, Job, & Description Prepared/Revised:

April 2026

Prepared by:

Stephen Gordon

Agreed by Post holder:

**PERSON SPECIFICATION – CASUAL ACTIVE COMUNITIES WORKER
SCL GRADE 2 SCP 3 - 5**

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
Qualifications		<ul style="list-style-type: none"> • Hold a current recognised Level 1 National Governing Body Award or equivalent • A dance teaching certificate with IDTA / ISTD / UKA / RAD or equivalent • Working towards further qualifications 	<p>C I</p> <p>A</p>
Skills	<ul style="list-style-type: none"> • Good organisational skills • Good communication skills • Able to demonstrate enthusiasm and good leadership skills 	<ul style="list-style-type: none"> • Experience of working within deprived communities, disadvantaged young people and ability to deal with localised antisocial behaviour • Understand and demonstrate SCL's behaviours in your everyday work. 	<p>A I P</p> <p>A I P</p> <p>A I P</p> <p>A I P</p> <p>A I P</p>
Experience	<ul style="list-style-type: none"> • Ability to work without supervision • Ability to evaluate and monitor progression 	<ul style="list-style-type: none"> • Ability to plan and lead sessions according to the needs / abilities of the participants 	<p>A I P</p> <p>A I</p> <p>A I P</p>

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
		<ul style="list-style-type: none"> Coaching/teaching experience with disabled people or experience of dealing with challenging behaviours. 	A I
Knowledge		<ul style="list-style-type: none"> Knowledge of Health and Safety at work Knowledge of basic First Aid Experience of promoting the benefits of sport, active recreation or play 	A I P A I A I
Other	<ul style="list-style-type: none"> Ability to commit to availability during Summer 2026, including school holiday periods. 	<ul style="list-style-type: none"> 	A

Method of assessment (* M.O.A.)

A = Application form, **C** = Certificate, **I** = Interview, **P** = Practical,