



Trilogy Mission

'Inspiring Active Lifestyles'

Job Description

Job Title: Community Sport & Health Officer (Level 3 Apprenticeship)

Salary: £6.40 per hour

Responsible To: Sport and Activity Development Officer

Responsible For: Community Programmes

Full time (30 – 40 hours)

Duration of Programme: 18 months

Trilogy Culture (Behaviours & Values)

- **One Trilogy Team** - Working together, respect, open & honest, positive communication.
- **Encourage Creativity** – Support innovation, try new ideas, adopt change.
- **Be Constructive** – Adopt a positive, can-do anything is possible mindset.
- **Deliver Excellence** – Provide the Customer experience you want to receive.
- **Promote Wellbeing** – Self-care, support others, be active, work/life balance.
- **Embrace Diversity** – Champion Equality, Diversity & Inclusion

Trilogy Team Purpose

The purpose of every team member is to work together in a positive, creative fashion as one team to deliver the core values and company strategy. To adopt the behaviours and company culture to promote, encourage and achieve excellence as a wellbeing organisation to improve the lives of people in our community.

Organisational Duties & Responsibilities

- Act in accordance with, and positively promote, Trilogy policy and procedures.
- Work with the team to deliver the best possible customer experience.

- Adopt and adhere to NLT Safeguarding Policy, Procedures and Practices
- Adopt all Health & Safety and all legal compliance in all areas of the business.
- Influence, teach and support your colleagues to achieve excellence.
- Be accountable for knowing all company processes, policy, and relevant information.
- Communicate, feedback, and promote the company values.
- Work with the team to deliver the aims and objectives within the company strategy.

Individual Duties & Responsibilities

- Working directly with customers across both junior activities and sessions for older adults.
- Planning programmes of activity for children, families, and communities
- Delivering a rich & exciting activity programme
- Offering family engagement projects for physical activity
- Educating children about healthy eating and healthy lifestyles choices
- Organising community events
- Supporting external bid writing
- Working with community organisations to offer projects based on community need.
- Safeguard children always
- Attend training sessions as required for CPD purposes.

L3 Apprenticeship Demands

Apprentices will need to complete an End-Point Assessment (EPA) test, which assesses the knowledge, skills, and behaviours that an apprentice has gained during their training. Unique to each standard, EPA demonstrates the competence of an apprentice in their role.

Functional skills Maths and English are an essential part of every apprenticeship course. As part of the apprenticeship standard, apprentices are unable to sit their End Point Assessment without prior achievement of maths and English qualifications (GCSE grade 4/C or equivalent)

Apprentices will spend at least 6 hours per week of their apprenticeship studying.

L3 Qualification also includes the development of knowledge skills and behaviours in a range of areas including:

- Safeguarding qualification
- Understanding social barriers.
- Measuring customer satisfaction
- Problem solving and effective decision making.
- Supporting the creation of successful funding bids
- Building partnerships
- Monitor and evaluate programmes.

Job Demands

- Minimum Level 2 qualification in a relevant field (Desirable)
- Competent in literacy and numeracy to Level 2 (Desirable)
- Work the necessary flexible hours to meet the needs of the business (as required)

- Be accessible to the whole team for support (as required)

Essential Attributes Required to Work for Trilogy

- Possess the culture, values, and behaviours of the company.
- Knowledge and experience in relation to the post
- Ability to learn, develop and accept challenge.
- Constructive, open minded and a positive communicator
- A team player who want's others to succeed.
- A flexible problem solver

Equality, Diversity & Inclusion

Diversity drives innovation and we are committed to promoting equality, embracing diversity, and enabling inclusion through positive Wellbeing experiences. Trilogy is committed to educating itself, its workforce, and its customers to celebrate Equality, Diversity, and Inclusion.