



Job Information Pack

Job Title:	Modern Apprentice – Community Sports Hub Assistant
Reference No:	DEE03563
Service Area:	Community Sport Hubs
Location:	1 Shore Terrace / Community Sport Hub Venues
Working Hours:	37
Grade:	NMA
Salary:	£9,369
Post Status:	Modern Apprentice – Fixed Term
Interview date(s):	
Interview to include:	
If you have any queries regarding this vacancy, please contact:	Alison MacKenzie, Community Sport Hub Officer. alison.mackenzie@leisureandculturaldundee.com 07798724917

Thank you for your interest in this position.

If you have any queries regarding your application form or questions regarding the vacancy please contact the person listed above.

If you have any queries about the Job Information Pack or application process, please contact the Employee Support Team. You can do this by telephoning 01382 431570, by emailing the Employee Support Team at employee.support@leisureandculturaldundee.com, or by post to Employee Support Team, Leisure & Culture Dundee, First Floor, 1 Shore Terrace, Dundee, DD1 3AH.

Leisure & Culture Dundee is committed to Equal Opportunities.

Contents Page

The JOB INFORMATION PACK for this post comprises:-

- Job Profile
- Person Specification
- Terms and Conditions of Employment
- How to Apply
- Selection Process
- Working in Leisure & Culture Dundee
- Living and Working in Dundee



JOB DESCRIPTION - LEISURE & CULTURE DUNDEE

IDENTIFICATION

Post Title:	Modern Apprentice – Community Sports Hub Assistant	Post Ref:	
Section:	Active City, Leisure and Sport.	Grade:	NMA
Responsible to:	Active Schools Manager, Community Sport Hub Officer		
Responsible for:	N/A		

JOB PURPOSE

The Modern Apprentice will work under supervision to provide sports support to allow the team or Service to deliver professional high quality and customer focussed services. During the 1-year Apprenticeship, they will undertake an SVQ 3 in Leisure Management (scqf level 7) through full time employment and Modern Apprenticeship framework.

PRINCIPAL WORKING CONTACTS

1. Community Sport Hub Officer for immediate allocation of duties.
2. Leisure and Sport – Active School Coordinators
3. Leisure and Sport – Sports Development Officers
4. Community Sport Hub Staff

MAIN DUTIES

- Assist in the planning, co-ordination and delivery of a variety of sports programmes and events within Community Sports Hubs across Dundee for a range of participants from the community from preschool to adults (after school, lunchtimes, evenings, at weekends and during school holidays).
- Attend Community Sport Hub committee meetings to develop areas of work, knowledge and skills including agenda setting / chairing meetings / minute taking / governance.
- Support Community Sport Hub Officer & Active Schools Coordinators to develop existing school to club pathways and develop new school to club pathways aiming to provide all young people the opportunity to participate in community sport.
- Assist with the introduction and development of Changing Lives Through Sport and Physical Activity programmes across Community Sport Hubs.

- Support with community consultation to enable Community Sport Hubs to understand the needs of local people.
- Assist with increasing the profile of Community Sport Hubs and associated clubs. Support Community Sport Hub Officer and Community Sport Hubs to engage individuals not currently engaged in sport or physical activity by attending promotional events.
- Use Microsoft Office software (Word, Excel, PowerPoint) to produce documents.
- Undertake and complete an SVQ Level 3 in Leisure Management qualification at scqf level 7.
- Undertake any other appropriate training and duties which may be allocated as and when required.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

POST TITLE: Modern Apprentice - Community Sports Hub Assistant

DIVISION/DEPARTMENT SECTION: Leisure and Sport, Leisure and Culture Dundee

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS	METHOD OF ASSESSMENT
PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS	3 National 4 qualifications or equivalent including English and Maths	Sports Leaders SCQF Level 4 National Governing Body Qualification (Induction Award)	Application Interview Certificates
RELEVANT WORK/OTHER EXPERIENCE		Experience of sports coaching involving children and young people.	Application Interview References
PARTICULAR SKILLS/ABILITIES	Experienced in the use of Computers including Microsoft Office suite (Word, Excel, Powerpoint) Team working skills Good planning & organisational skills Good written/oral communication skills Understanding of Data Protection and Confidentiality		Application Interview References
PERSONAL QUALITIES	Friendly and approachable Good interpersonal skills Flexible approach to work (evening and weekend work required)		Application Interview References

	Enthusiastic		
ANY ADDITIONAL JOB-RELATED REQUIREMENTS	<p>Member of PVG Scheme or willingness to become a member of the PVG Scheme with satisfactory Scheme Record and/or Scheme Record Update.</p> <p>Commitment and ability to achieve the full Modern Apprenticeship and to achieving SVQ3 in Leisure Management (scqf level 7)</p>		Application Interview References

Terms and Conditions of Employment

Pay Method	You will be paid on the last working day of the month by BACS (electronic funds transfer). Pay for part time, or those who work less than 52 weeks per year (eg term time), will be calculated on a pro rata basis.
Leave	26 days annual leave, rising to 31 after 5 years' continuous service. 5 fixed public holidays per annum (based on full time employment). Leave for part time, part year, or temporary (less than a full year) employees will be calculated pro rata of that for full time employees.
Sick Pay	Up to 26 weeks full pay and 26 weeks half pay after 5 years continuous service.
Pension	Employees will automatically become a member of the Local Government Pension Scheme.
Employee Benefits	Benefits: - <ul style="list-style-type: none"> • Flexible Working opportunities • Incremental salary scales • 26 days annual leave, rising to 31 after 5 year's continuous service. • 5 fixed public holidays • Entitlement to Sickness Allowance after 6 month's service • Access to Occupational Health Support • Learning & Development opportunities • Contributory Pension Scheme (including 17% by the employer) • Employee Performance Development and Review • Employer commitment to Equality and Diversity • Death in Service Payment • Childcare Voucher Scheme • Car Salary Sacrifice Scheme • Cycle to Work Scheme

Leisure & Culture Dundee are continuously reviewing their terms and conditions of employment. This may result in a change to your hours of work or pay. Normal collective bargaining processes will take place prior to notification of any change.

How to Apply

Thank you for your interest in working with Leisure & Culture Dundee and we look forward to receiving your application.

The following pages contain guidance and information which we hope will help you to complete your application as effectively as possible. They also explain how we recruit and the type of people we are looking for. Please take a few minutes to read this information.

Please note, we do not accept paper application forms, you must apply online. We also do not accept Curriculum Vitae (CVs) in support of, or instead of, your online application.

If you are unable to access the internet at home, you can do so at your local library. For further information, or to find your nearest library, please visit <http://www.leisureandculturedundee.com/library/your-libraries>, or telephone 01382 431500. If you have a disability and require reasonable adjustments, please call 01382 421570 to discuss.

We advertise all of our vacancies on www.myjobscotland.gov.uk (the national recruitment portal) www.dundee.gov.uk and via JobcentrePlus across Dundee. Modern Apprenticeships vacancies are also advertised on www.apprenticeship.scot. If you apply for a job via Dundee.gov, JobcentrePlus or via Apprenticeship.scot you will automatically be redirected to the MyJobScotland recruitment portal. The recruitment portal allows you to register your details and create a personal account, where your information is saved and can be used for future applications.

Your application will be acknowledged automatically to the email address you supplied on your application. Please make sure you check your email, or your myjobscotland online account, regularly. If you do not receive an automated acknowledgement within 24 hours of submitting your online application, please contact us on, either, 01382 431570 or by emailing the Employee Support Section at tracy.edgar@leisureandculturedundee.com, to ensure that your application has been received.

You will be given advance notice of any presentations, tests, group exercises, etc that will form part of the selection process, including any site visits you would need to attend.

Look carefully at the Person Specification, as what you say in your application will be assessed against that criteria. The quality of your application will be our first impression of you so you should make it clear that you have spent time and effort completing it. Make sure you complete all sections fully and accurately.

Use examples to demonstrate how you meet all of the essential requirements for the job, including the behaviours. This is really important because only those who can demonstrate that they meet all of the essential criteria will be considered for interview.

GUARANTEED JOB INTERVIEW SCHEME - DISABILITY

Leisure & Culture Dundee guarantees an interview for disabled applicants who meet the essential criteria detailed in the person specification. You should indicate if you are applying under this scheme in the Guaranteed Interview section of the application process.

The Employment Support Service offers free advice to assist people into employment. For more information, or an informal discussion, please contact the Employment Support Service, Social

Work Department, Dunsinane Avenue, Dundee, DD2 3QN, tel 01382 436777. E-mail: employmentsupportservice@dundeecity.gov.uk

GUARANTEED JOB INTERVIEW SCHEME – CORPORATE PARENTING

Leisure & Culture Dundee guarantees an interview to Care Experienced young people up to the age of 29 who are, or have been, in care with Dundee City Council, and meet the essential criteria detailed in the person specification. You should indicate if you are applying under this scheme in the Guaranteed Interview section of the application process.

EQUAL OPPORTUNITIES FORM

Leisure & Culture Dundee recognises the need to achieve equality for all citizens and employees. We recognise that people can be discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, basic skills, disability, trade union activity, long term unemployment, or because they have AIDS or are HIV positive. Leisure & Culture Dundee's Equal Opportunities Policy is to eliminate discrimination and promote equality.

The Equal Opportunities Form helps us to monitor the effectiveness of our Equal Opportunities Policy. Please help us by completing the electronic form. Any information obtained from this form will be kept confidential and held on computer for statistical purposes only. The information will not be used in the selection process.

YOUR PERSONAL INFORMATION

Leisure & Culture Dundee respects your personal information and undertakes to comply with the Data Protection Act 1998. The personal data you have provided will be used for the purposes of assessing you for the post for which you have applied. Your data may be disclosed to parties involved in the recruitment and selection process. The personal data you have provided on the Equal Opportunities form will be used in statistical form for monitoring equal opportunities, and your data (excluding name and National Insurance number) may be disclosed to parties involved in monitoring the effectiveness of our Equal Opportunities Policy.

Any queries regarding the processing of your personal data by Leisure & Culture Dundee should be directed to the Employee Support Section Leader, tel 01382 307485.

The organisation's full Data Protection Policy is available on the Leisure and Culture Dundee website:

<http://www.leisureandculturedundee.com/sites/default/files/dataprotection1.doc>

CUSTOMER SATISFACTION

We are committed to a high quality recruitment and selection process. If you wish to offer any suggestions or comments, please contact:-

Employee Support Team
First Floor
1 Shore Terrace
Dundee
DD1 3AH

Tel: 01382 431570

Email: tracy.edgar@leisureandculturedundee.com

Selection Process

IF YOU ARE INVITED FOR INTERVIEW

If you are selected for interview, you will be contacted using the email address you provided on your application. Therefore, it is important that you check your email, or your myjobscotland online account, regularly.

You will have the opportunity online to select an interview time slot that suits you best from a range of options.

We understand that peoples' circumstances can change after they apply for a job so, if invited for interview, we would really appreciate it if you could let us know if you are no longer interested in being considered. If you need to do this, please call the number noted at the top of this section.

At interview, you should expect to be asked questions that not only test your skills and competence but, very importantly, also test the extent to which you would display the right behaviours and attitude when carrying out the job.

RECRUITMENT AND SELECTION PRE-EMPLOYMENT CHECKS

The following sections provide information about the checks we carry out for all candidates we invite to interview and before a preferred candidate is permitted to start work with Leisure & Culture Dundee. Unless otherwise stated, all checks apply to internal and external candidates.

It is important that you read these sections thoroughly. If you are unable to supply any of the essential information or documents we need, we may not be able to proceed with your application. Please also make sure that you bring all the documents you need to your interview to avoid unnecessary delays in the recruitment process.

ASYLUM AND IMMIGRATION ACT 1996

Under Section 8 of the Asylum and Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are invited for interview, you will be required to produce an official document confirming that you are entitled to live and work in the UK, eg passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

If you are not currently entitled to work in the UK, we advise that you visit www.ukba.homeoffice.gov.uk for further information about working in the UK.

QUALIFICATIONS AND CERTIFICATES

You will be asked to bring original copies of all relevant educational and professional qualifications and memberships to your interview. A copy will be taken for our records. If the original certificate is unavailable, you must obtain a certified copy of the document from the issuing body.

REGISTRATION WITH A REGULATORY BODY

Where registration with an appropriate regulatory body, e.g. General Teaching Council (GTC), is required, you will be asked to provide us with your registration certificate.

DRIVING LICENCE

If required, you will be asked to bring proof to your interview that you hold the appropriate driving licence to allow you to carry out the driving duties of the post. A copy will be taken for our records. Where a Certificate of Professional Competence (CPC) and/or Driver Qualification Card (DQC) is specified on the person specification, you will also need to provide evidence of the number of hours or periodic training undertaken since issue of the CPC or DQC.

CRIMINAL CONVICTIONS

If you are selected for interview, you will be required to complete a Criminal Convictions Declaration, which gives guidance on previous criminal convictions which require to be disclosed.

We will not discriminate against ex-offenders and, if you have to give details of any previous convictions, this will not automatically prevent you from getting a job. We will consider how previous convictions could affect the job and these will only be taken into account if the offence is relevant to the type of work you would be doing.

CHECKS FOR PREFERRED CANDIDATE ONLY

DISCLOSURE CHECKS

Posts are assessed to determine whether a Disclosure check is required and at what level (basic, standard or enhanced) or whether Protection of Vulnerable Groups Scheme (PVG) membership is appropriate (and whether it is children; protected adults; or both children and protected adults). This is stated in the job advertisement and on the Person Specification. Where posts require a disclosure check, unconditional offers will not be made until the appropriate satisfactory disclosure check is obtained.

EXISTING PVG SCHEME MEMBERS

If you are already a member of the PVG Scheme with another organisation for the same type of regulated work, the organisation will seek a Scheme Record update. Where the post is for a different type of regulated work, the organisation will seek a new Scheme Record.

REFERENCES

In your application, you are required to provide details of two referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer. Please note, the application will automatically ask for one referee. Please ensure you add a second. If you have no suitable previous employer who is able to provide an employment reference, a reference can be accepted from education establishments where you have been in education, or a character reference can be accepted from a person of 'good standing', eg Minister, Leader of Voluntary Organisation, GP. The organisation does not accept references from family members or friends. The organisation reserves the right to ask for details of a further referee where we are not satisfied for any reason.

FITNESS FOR THE POST APPLIED FOR

As part of the recruitment and selection process you may be required to complete a medical questionnaire. This will be kept confidential and only viewed by our occupational health provider. In some cases, depending on the situation or the post, you will be required to undergo a medical or statutory health surveillance assessment by our occupational health provider.

OTHER PAID EMPLOYMENT OR BUSINESS ACTIVITY

If you are in paid employment or have a business activity which you wish to continue if you are appointed to this job, Leisure & Culture Dundee will consider whether this would cause a conflict with your contractual responsibilities and will act in accordance with its assessment. This will be discussed with you if you are invited to interview.

Working in Leisure & Culture Dundee

Leisure & Culture Dundee employs approximately 400 people.

Leisure & Culture Dundee is a Scottish Charitable Incorporated Organisation. Established by the Office of Scottish Charity Register (OSCR) on 1 July 2011 (SC042421). It is an independent Scottish Charity with responsibility for the delivery of leisure, sports, library, information and cultural services in Dundee City.

<http://www.leisureandculturaldundee.com/sites/default/files/lacdconstitution.DOC>

Leisure & Culture Dundee is governed by a Board of 13 Charity Trustees.

<http://www.leisureandculturaldundee.com/whoswho>

The Managing Director leads the charitable organisation, supported by four Heads of Service. Details of the organisation's governance and management structure can be found at

<http://www.leisureandculturaldundee.com/sites/default/files/structurejun14.pdf>

PURPOSE STATEMENT

To deliver, for the citizens of Dundee, and those who visit the City, high quality Leisure, Sport, Cultural and Learning Experiences which improve their quality of life.

<http://www.leisureandculturaldundee.com/sites/default/files/purpose4.doc>

LEISURE AND CULTURE DUNDEE VALUES

- **A Commitment to Service Quality and Excellence:**

Leisure & Culture Dundee is committed to attaining and maintaining the highest possible standards across all of its services and to work with a continuous focus on service improvement. This includes the way we will work and the quality of the outcomes and outputs we aim to achieve. We will not be complacent; we will review progress, challenge assumptions and push boundaries so that we continuously improve.

We will be committed to the principles of delivering excellent public service.

We will show respect to those we work with and expect them to show respect to our staff.

We will continuously seek to improve the quality of the leisure and cultural experiences offered by the organisation, and will work to include those who find it more difficult to participate, for whatever reason.

We will value diversity and retain a commitment to empowering people to become more involved in the services we provide and the decisions which affect their lives.

These principles will underpin all of our actions.

- **A Commitment to being Empowered and Accountable:**

We will ensure that our managers work in a way which facilitates people taking pride in their work. This will include systems and processes to support and manage performance, so that staff are both empowered to work effectively for Leisure & Culture Dundee, and are able to take individual responsibility for meeting the needs of our customers.

Management will also review and address issues which may undermine staff or reduce the effectiveness of the organisation. We will encourage and support employee or trade union engagement in the development of the organisation.

Everyone will be accountable - this means we will recognise success as well as mistakes, and learn from our experience to improve our services.

- **A Commitment to actively share Knowledge and Skills:**

We will value staff and committee members who harness knowledge from diverse sources and who seek to share that knowledge across the organisation. We will seek to create an environment that supports and thrives on co-operation, inter-agency working and mutual support. Our working practices will make time and space for staff to share knowledge and skills.

- **A Commitment to ensure Equality and promote Diversity:**

We are committed to promoting equality of opportunity and to recognising and respecting the diversity of those who use our services and those who work for us.

Our Equality and Diversity Policies and Practices will mirror those of Dundee City Council, and will seek to promote equal treatment and opportunity for all, regardless of gender, sexual orientation, marital status, race, colour, disability, religion, age, ethnicity or nationality.

- **A Commitment to practice Corporate and Social Responsibility:**

We will ensure that our present actions do not have a negative future impact on our community. This includes considering the environmental and ethical implications and opportunities of our decisions and actions.



Living and Working in Dundee

Dundee has a spectacular location on the east coast of Scotland facing south at the mouth of the River Tay – one of the largest in the UK. With a population of around 147,000 it is Scotland's fourth largest city.

Home to the University of Dundee and Abertay University, as well as Dundee and Angus College, the city is an important academic centre, and with more than 40,000 students it has the highest ratio per head of population of any Scottish city. Biomedical and technological industries are major employers, and the city now accounts for 10% of the UK's digital-entertainment industry.

Dundee offers an urban/rural experience which is unparalleled. It is surrounded by beautiful coast and countryside. The city has its own beach at Broughty Ferry and there can be few other cities in the world that can boast access to three championship golf venues (including the world home of golf) and 38 courses within 30 minutes' drive.

Dundee is at the hub of a number of neighbouring communities which form the core travel to work area that use the city for work, professional services, retail and city-based leisure. More than 80% (4.4m) of Scotland's population is within a two hour drive. Dundee is well served by road, rail and air links.

A £1 billion master plan to regenerate and to reconnect the Waterfront to the City Centre is underway, with V&A Dundee as its heart. The city is rich with cultural and community provision, much of which has additional capacity and is distributed throughout the city. Green spaces and heritage attractions are particular hallmarks of the city. Dundee is a cultural hive – both historical and contemporary. Among its cultural strengths are Dundee Rep Theatre, Dundee Contemporary Arts with its cutting-edge exhibits, and The McManus: Dundee's Art Gallery and Museum. In December 2014 UNESCO appointed Dundee its first and only UK City of Design and the city joined 12 existing Cities of Design across the world. This brand will strengthen the city's profile as a city with global ambition.

Dundee is a leading shopping destination with its complimentary mix of national chains and independent retailers in a vibrant city centre housing the Overgate and Wellgate shopping centres.

The population in Dundee is expected to increase by 6.5% to 153,697 by 2035. This increase is across all age groups and is the first set of projections in many years to predict an population increase in the city. For years Dundee sought to reverse population decline and this may be a sign that the long term strategy for jobs for the city is turning the corner and strengthening its economic role.

Frequently Asked Questions

How often are Leisure & Culture Dundee job vacancies advertised?	Every Friday. They are usually open for 2 weeks. The closing date is shown on the vacancy.
What happens after I submit my online application?	You will receive an email from myjobscotland confirming receipt. If you have any queries regarding your application, you can contact the person/section named in the 'How to Apply' section of this pack. This person/section can also be contacted if you require feedback on your application.
Can I submit my CV instead of applying directly online for this, or any other, Leisure & Culture Dundee vacancy?	No, you can only apply online for our vacancies. Leisure & Culture Dundee does not accept CVs instead of, or in support of, online applications.
Can I download an application form?	No, you can only apply online for our vacancies. If you are unable to access the internet at home, you can do so at your local library. For further information, or to find your nearest library, please visit:- http://www.leisureandculturaldundee.com/library/your_libraries , or telephone 01382 431500. If you have a disability and require reasonable adjustments, please call 01382 431570 to discuss.
Will my application form be accepted if it is after the closing date?	You will not be able to submit an online application for a post which has passed its closing date. If you have started your application on the day the post closes, you will have until midnight to complete and submit your application.
Does Leisure & Culture Dundee operate a Guaranteed Interview Scheme?	Leisure & Culture Dundee operates a Guaranteed Job Interview Scheme for applicants with disabilities and applicants up to age 29, who are or have been in care with Dundee City Council. You will be guaranteed an interview if you meet the essential requirements listed in the person specification for the post. More information is available in the Guaranteed Interview Scheme section of the pack. If you are invited for interview and require any additional assistance, please contact the person/section named in the 'How to Apply' part of this pack.
Will I still be considered for a Leisure & Culture Dundee vacancy if I have a conviction?	If you have declared a criminal conviction history, this will only be taken into consideration where the actual history is relevant to the specific duties of the post you have applied for.
How do I apply for an Apprenticeship?	Vacancies for apprenticeships, including modern apprenticeships, are advertised in the same way as all other Leisure & Culture Dundee vacancies, on www.myjobscotland.gov.uk (the national recruitment portal), www.dundeecity.gov.uk , and via JobcentrePlus across Dundee. Modern Apprenticeships are also advertised on www.apprenticeship.scot , where you will be redirected to www.myjobscotland.gov.uk .