Set for Success Intern

Service area: People Directorate - Health and Wellbeing Team

Grade: LLW

Reports to: Health Improvement Officer: Physical Activity and YST Management Support Officer

Your team: Health and Wellbeing Team

Number of supervisees: None

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out ‘CARE’, which is what we think public service is all about.

[Watch our video](https://www.youtube.com/watch?v=LfdyvXRk5a0) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Key responsibilities

* Provide effective support for, Set for Success programme delivered by the Youth Sport Trust (funded by the Wimbledon Foundation in partnership with Barclays) in the location and the wider national programme.
* Support Islington Council’s Health and Wellbeing team in their wider priorities.

**Set for Success Role**

To support the successful delivery of the Set for Success (SfS) programme:

* Providing customer service by email and phone
* Support SFS Athlete Mentor and teacher sessions in the 6 schools in the area.
* Support the lead teacher in each school with administrative tasks including research and insight, reporting, Leadership Skills Foundation awards, new supplier forms, travel, and accommodation support.
* Support the schools to understand the full requirements of the SfS programme and ensure the athlete mentor visits are being booked in, the right space is booked for the sessions and the relevant kit and resources are provided for the sessions.
* Attend and support the area and national events.

**Organisation Role**

* Provide administrative and business support to the Health and Wellbeing Team, including, data recording, training support, communications with schools and community settings, website and social media support.
* Support the preparation and running of school sporting events, professional training events and community training/workshops across the borough.
* Develop strong professional relationships with your own team and with others we work alongside and to whom we provide services.

**General**

* Adhere to all relevant safeguarding policies and procedures and report any concerns.
* Support Youth Sport Trust and lead organisation in retaining an inclusive culture and ensuring equality, diversity and inclusion are embedded in all aspects of the role.
* Work within data protection, information security and health and safety policies and guidelines.
* Contribute to the timely, accurate and efficient use of management information across the programme by adhering to reporting system requirements.
* Providing administrative support, for the team’s work on physical activity, mental health, healthy eating and wellbeing.
* Promote, uphold, and demonstrate the Youth Sport Trust and Islington Council values.

Any other duties which may be reasonably required from time to time, and which are commensurate with the post.

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible/Office-Based/Frontline Role

Person specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| E1 | Interest and motivation to work within an office administrative environment, that supports health, wellbeing and school sports and physical activity within schools, early years and community settings | Application/Interview |

Experience

| **Essential criteria** | **Criteria description** | **Assessed by** |
| --- | --- | --- |
| **E2** | **Ability to communicate and to present information clearly and concisely, both verbal and written, with good attention to detail.** | **Application/Interview/Test** |
| **E3** | **A positive attitude towards teamwork and able to work as part of a team.** | **Application/Interview/Test** |
| **E4** | **Ability and willingness to follow instruction and learn new tasks.** | **Application/Interview/Test** |
| **E5** | **Proven basic IT skills and ability to learn new systems.** | **Application/Interview/Test** |
| **E6** | **Ability to organise own workload and meet deadlines.** | **Application/Interview/Test** |
| **E7** | **Excellent timekeeping skills, able to attend work and training at required times.** | **Application/Interview/Test** |
| **E8** | **Ability to display sensitivity and maintain confidentiality.** | **Application/Interview/Test** |
| **E9** | **Ability to adhere to the Council’s Dignity for All policy.** | **Application/Interview/Test** |

Skills

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| E10 | Ability to manage time and to prioritise work | Application/Interview/Test |
| E11 | Excellent communication and team skills with the ability to deal with a wide range of people. | Application/Interview/Test |
| E12 | Able to take responsibility for areas of work and display initiative in solving problems. | Application/Interview/Test |
| E13 | Able to manage competing priorities, achieve targets and respond quickly and flexibly to changing needs and tight deadlines. | Application/Interview/Test |

Special requirements of the post

| Essential criteria | Criteria description | Assessed by |
| --- | --- | --- |
| E14 | This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service | Application |
| E15 | This role requires a commitment to safeguarding and promoting the welfare of children and young people. | Application/Interview/Test |

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor’s Good Work Standard; Stonewall Diversity Champion; and Time to Change.

