



Job Description

Job Title: Sport, Leisure, and Active Well-being (Diversity and Inclusion) Location: Cardiff and Newport

Department: Sports Salary: First year apprentice: £14,181 per year

Work Hours: Full time (35 hours a week) Contract: Fixed term, 12 months

Reporting to: Senior 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 whilst working towards a Level 2 Sport, Leisure and Active Wellbeing apprenticeship.

Main duties and responsibilities:

1. Work towards a Level 2 Sport, Leisure and Active Wellbeing apprenticeship.
2. Assist weekly sessions and clubs during and outside Learning hours.
3. Support activities during school holidays.
4. Create session plans to match the activities.
5. Collaborate with the department's staff and schools in order to encourage children and young people to take up Sports opportunities in their area.
6. Collaborate with volunteers and coaches within clubs and events.
7. Promote the use of the Welsh language within our services.
8. Support regional and national sporting events under the leadership 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. You will need to have a driving license and a car, or the ability to travel completely flexibly and independently in order to carry out this job.
2. It will be necessary to follow a number of relevant training courses for development in the job.
3. The applicant will need to be 16+.

Desirable:

1. Qualifications in the sports and leisure field will be an advantage.
2. Experience of working with children and young people would be an advantage.
3. Experience of coaching will be an advantage.

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 the Level 2 Sport, Leisure and Active Wellbeing Apprenticeship Framework.

The framework includes the following qualifications:

- Activity Leadership NVQ
- Certificate in Coaching
- 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 April 2025 and is constantly reviewed as part of the individual's development, along with a performance review.

Relevant checks: The successful applicant will be required to be verified by the Disclosure and Barring Service (DBS).