

THE PYRAMID AT ANDERSTON

WELLBEING & PHYSICAL ACTIVITY CO-ORDINATOR

Part-time, 28 hours per week, £22,400 pa, FTE £28,000 pa

Fixed term contract of 12 months, extension subject to funding
Based at The Pyramid at Anderston

Responsible to: Chief Officer

Responsible for: No staff supervision currently required

Key relationships: Staff and Trustees; Volunteers; community members; partner organisations and staff

The Pyramid at Anderston SCIO was formed as a charitable trust in 2018 and took ownership of our iconic B-listed heritage building in March 2019. The Pyramid has experienced rapid growth and success; we have grown from a staff team of two to a current team of nine and secured over £2 million in revenue and capital funding. Our range of work is continuously evolving; we have recently completed Phase 1 of the building's redevelopment, which includes accessibility improvements, our refurbished Community Sports Hall, Kitchen, and Community Shop. We produce a range of high-quality innovative events and activities with the community. We are committed to a diverse workforce with wellbeing central to all we do. More information is on our website, www.thepyramid.scot

Our charitable objectives:

To prevent and relieve poverty; to advance citizenship and community development; to advance the arts, heritage and culture; and to provide recreational facilities and organise activities for members of the public which reduce isolation and loneliness and increase wellbeing.

Our vision is to Make Anderston Flourish

Our mission is to be an inclusive and inspiring community-led anchor organisation that is central to building wealth and wellbeing.

Our values

Inclusive, Sustainable, Open, Ambitious

Our aims and objectives

Improve the wellbeing – health, prosperity, and quality of life – of our community.

Ensure that our community has access to good affordable food, improved outdoor spaces, and a range of support, services, advice, activities, events and opportunities to improve their lives, with a particular focus on those who are marginalised, affected by poverty and/or disadvantage.

Deliver and develop community wealth and capacity building activities to progress local economic regeneration.

Cement our position as a Community Anchor Organisation and play a key role in a thriving, well-connected neighbourhood.

Further grow our membership and number of participants, particularly from under-represented groups.

Protect and improve our environment, including developing and renovating our building and surrounding estate, reducing carbon emissions and improving energy efficiency.

Wellbeing & Physical Activity Co-ordinator

We wish to appoint a motivated individual with a strong customer and community focus who will play a vital role in delivering one of our core objectives - to improve the wellbeing of our community.

This is an exciting opportunity to develop wellbeing, physical activity and sport at The Pyramid. The role will include programming and producing a range of events with and for the local community and working with a range of local and national partners and organisations to bring opportunities to our community, both in and out of our building. We have recently completed the first phase of our capital redevelopment, including the renovation of our Sports and Community Hall. The Wellbeing & Physical Activity (WPA) Co-ordinator will be tasked with developing a regular programme at The Pyramid and in the Hall.

The successful candidate should be able to demonstrate relevant previous experience, ideally in a wellbeing, physical activity, sport, and/or community setting. They will be able to communicate clearly with others and will be comfortable working alone and as part of a team. They will be able to work with diverse range of people of all ages and from all backgrounds, and crucially, be able to engage with hard-to-reach groups. They will build on our existing programmes and work to date, which includes: cycling programmes and events; weekly yoga and chair yoga; weekly over 50s group; one off special events; healthy eating workshops; self care sessions; taster sessions such as Pickleball, tennis, fencing, indoor bowls, guided relaxation and meditation.

They will have a sound understanding of the role of physical activity in improving lives. Ideally, they should be able to deliver some sports and/or wellbeing activities themselves. Appropriate

qualifications would be an advantage, and or a willingness to attend training courses to deliver activities.

This job description serves to highlight the type of duties and responsibilities which will be required in the role. It is not an exhaustive list and responsibilities may vary. The successful candidate must be willing to work evenings and weekends according to the needs of the WPA programme.

KEY RESPONSIBILITIES

- Plan and co-ordinate a programme of wellbeing, physical activity and sports for The Pyramid's community.
- Build partnerships and relationships with practitioners and organisations to bring a range of activity to The Pyramid, as part of The Pyramid's programme and as commercial hires.
- Provide guidance and answer enquiries about wellbeing, physical activity and sports activities.
- Monitor, evaluate and report on the take up and impact of WPA programme and use of The Pyramid's facilities for sports and wellbeing.
- Develop a volunteer programme to support the WPA Programme.
- Lead on child safeguarding and wellbeing in relation to the WPA Programme, ensuring good practice and compliance.
- Work with key partners, e.g. Glasgow Life and SportScotland.
- Collaborate with Pyramid colleagues to: identify projects and programmes suitable for funding; to promote and market activities; to generate income from commercial hires from providers.
- Contribute to the planning and development of The Pyramid's holiday and after school programme for children and young people and other community events throughout the year.
- Collaborate with the Operations team and volunteers to ensure the smooth running of the WPA Programme.
- Develop specific programmes, e.g. Cycling Programme, liaising with partners and providers e.g. Bike for Good and Scottish Governing Bodies, Cycling UK, Cycling Scotland, etc.
- Promote community leadership and active participation whilst being a positive role model.
- Recruit and manage a team of volunteer coaches, ensuring all sessions have the appropriate number of competent coaches present.
- Maintain up to date registers including participants, children/young people and volunteers.
- Assist with promotion, marketing campaigns, social media content and awareness of The Pyramid programmes and activities.
- To attend relevant training courses to improve experience and knowledge in line with the post.
- To attend any meetings as and when required, representing The Pyramid.
- To respect the rights of all participants and ensure that their wellbeing and safety are always paramount.
- To ensure that all activities are delivered in line with Scottish Governing Body policies and procedures, particularly Child and Vulnerable Adult Protection Policy

- To inspect all sports and activity equipment prior to and after session to ensure safe to use and report defective equipment to the relevant organisation for repair.

Key terms and conditions:

1. There is a probationary period of 3 months.
2. Pension contributions: employees are automatically enrolled into a workplace salary sacrifice pension scheme when contracts will last for a minimum of 3 months. You may opt into the pension scheme from Day 1, subject to meeting other conditions, by notifying your Line Manager. Employer and employee will both contribute a minimum 4% of salary. If the employee chooses to increase their contribution to 5% or above, the employer will pay an additional 1% taking employer contribution to a maximum of 5%. Pension rules can be complex and can change, The Pyramid does not offer any pension advice and you are advised to consult an independent advisor if required.
3. Annual leave: employees are entitled to 35 days' annual leave including 9 public holidays (pro rata for part-time positions).
4. Place of work: The Pyramid at Anderston, 759 Argyle Street, Glasgow G3 8DS.
5. Core contracted 28 hours per week, exact working pattern to be agreed. Additional hours may be required to support events and activities. It is expected that evening and weekend work will be an essential part of this post.
6. In order to comply with the Asylum and Immigration Act 1996, you will be asked to provide document(s) confirming your eligibility to work in the UK.
7. You will be asked to show a Basic Disclosure certificate, dated within the past 28 days. The Pyramid may request further Disclosure checks.
8. The post holder will be required to undertake the Child Wellbeing & Protection in Sport course if not already completed.

Criteria	Essential	Desirable
Qualifications		
Educated to Higher level or equivalent	x	
Sport/physical activity/coaching qualification		x
Skills, Experience and Attributes		
Good organisational skills and attention to detail, able to multi-task	x	
Good communication skills including written and spoken English	x	
At least 12 months' work experience, ideally in sports or wellbeing, and/or work in a community setting	x	
Knowledge and practical experience of safeguarding	x	

Excellent customer service skills	x	
Experience of working in partnership		x
Proficient in using IT and software including MS Office suite or similar		x
Good reporting skills		x
Experience of venue management/booking		x
Knowledge of First Aid		x
Highly motivated individual	x	
Ability to be a positive, flexible and enthusiastic member of The Pyramid team and prepared to work flexibly/out of normal office hours	x	
Ability to work both independently and collaboratively	x	
Ability to follow written and oral instructions, including Pyramid policies and procedures	x	
Commitment to the ethos and values of The Pyramid	x	
Knowledge of the wider Scottish landscape in terms of sports and wellbeing activities, including professional bodies, training opportunities and national campaigns and schemes.		x

This is a fixed-term post funded initially for a period of 12 months with scope to extend, subject to funding. Our staff posts are funded by a number of funders and awards, including the Scottish Government and Glasgow City Council Communities Fund.

The Pyramid at Anderston is committed to equality of opportunity, and supports a diverse workforce throughout all roles.

This document does not form part of a contract of employment.

CLOSING DATE WEDNESDAY 6 DECEMBER 12 NOON

Closing date subject to change if we receive a large volume of applications – please submit your application as soon as possible.

Expected date of interview – 14 December 2023 at The Pyramid.

Send application form and covering letter to ailsa@thepyramid.scot

Do not send a CV