

## Inclusive Activity Programme Tutor

**Persons responsible to:** Chloe Studley, Programmes Manager (Workforce)  
**Fee:** £150 per face-to-face workshop (including VAT)  
**Travel expenses:** 45p per mile  
**Location:** England wide, tutors will be matched to their nearest workshops  
**Contract:** Self-employed.

### About Activity Alliance

Activity Alliance is the leading voice for disabled people in sport and activity. Established in 1998 as a national charity, we were previously known as the English Federation of Disability Sport. Our vision is fairness for disabled people in sport and activity. Sport and activity play an important role in our nation's health. We want to create a fair society for everyone. A place where everyone can be active however and wherever they want to be.

Our ambition is to close the gap between disabled people's level of inactivity and that of non-disabled people. We are to close this gap within a generation by achieving two clear organisational goals:

1. Embedding inclusive practice into organisations
2. Changing attitudes towards disabled people in sport and activity

Our values underpin everything we do. They shape our work and support us to embed a strong dynamic culture across our organisation:

- We care – we are passionate about what we do, and who we do it for.
- We unite – we collaborate with others to achieve greater outcomes.
- We champion – we recognise everyone's voice must be heard if we are to provide equitable place to live, work, and thrive.

### About the Inclusive Activity Programme (IAP)

Activity Alliance's programme delivery goes far beyond achieving set KPIs and outcomes. It provides an opportunity to achieve our organisational goals.

Our CIMSPA accredited Inclusive Activity Programme equips learners with the skills to engage disabled people and people with long-term health conditions more effectively in physical activity. The programme provides a comprehensive package of learning with learners having access to an eLearning module, followed by a 3-hour, practical, face-to-face workshop.

The Inclusive Activity Programme has been specifically designed to improve confidence and competence of individuals working in sport and leisure, community groups and organisations, disability organisations and individuals supporting disabled people and people with long-term health conditions.

More information about the Inclusive Activity Programme can be found on the [Activity Alliance website](#).

## Role purpose

We are looking to recruit a team of passionate tutors with exceptional facilitation skills to deliver the 3-hour, in-person, practical Inclusive Activity Programme workshop.

As an IAP tutor you will use a combination of theory and practical activity to help delegates in the following areas:

- How to apply a range of tools to make activities more inclusive.
- Increase confidence and competence to include disabled people in their activities.
- Reflect on their current delivery and identify how they can contribute to improving fairness for disabled people in sport and activity.

## Role description

### Workshop preparation

- Attend virtual and in person tutor events to support standardisation of delivery and tutor development as required.
- Keep up to date with any changes to IAP content, delivery or programme approach.
- Communicate effectively with the Activity Alliance team and respond to requests in a timely manner.
- Build relationships with course organisers in advance of workshops to understand learner needs and experience.
- Plan workshop delivery based on learner needs and experience.

### Workshop delivery

- Deliver the Activity Alliance in-person, Inclusive Activity Programme 3-hour workshop.
- Create an interactive, positive and supportive learning environment for all learners.
- Tailor delivery, considering audience needs experiences and expectations, removing any potential barriers to learning.
- Demonstrate knowledge of course content and share own experiences and solutions where appropriate.
- Provide all equipment necessary to provide a high-quality, practical learner experience.
- Signpost learners to relevant organisations, further information and training opportunities.

### Post-workshop administration

- Collate and report workshop attendance to Activity Alliance and other course administration tasks e.g. invoices, in a timely manner.
- Self-reflect on workshop delivery and knowledge to support future delivery.
- Provide feedback and contribute ideas to further develop IAP content, resources and programme approach.

### Attitude and behaviour

- Demonstrate Activity Alliance organisational values and behaviours in all delivery.
- Promote equality, diversity and inclusion throughout all delivery including behaviours and language.
- Present a positive and professional image of Activity Alliance, IAP and relevant partners within all delivery.
- Work closely with other IAP tutors, actively sharing your knowledge, expertise, ideas and good practice to support one another.
- Actively promote IAP to relevant contacts.

## Person specification

### Experience

- Experience of delivering learning in a range of environments and to a range of people.
- Experience of adapting learning to meet individual needs.
- Experience of delivering training in face-to-face contexts.
- Experience of delivering inclusive physical activity sessions.
- Experience of delivering to audiences where sport and physical activity isn't their main focus e.g. community and health audiences.

### Skills and abilities

- Ability to create an interactive, positive, and supportive learning environment.
- Excellent presentation and facilitation skills with the ability to use effective strategies to maximise learning.
- Strong interpersonal skills to develop rapport and interaction with learners.
- Ability to manage groups and individuals effectively in a workshop learning environment.
- Excellent communication and listening skills to respond, engage, challenge and motivate.
- Strong planning and organisational skills.
- Ability to reflect 'on' and 'in action' to improve personal practice and learning.
- Excellent interpersonal skills.

### Knowledge and understanding

- Knowledge of what makes a great learning experience.
- Understand the sport and physical activity landscape for disabled people and people with a long-term health condition.
- Knowledge and understanding of the role that sport and physical activity can play in addressing inequalities.
- Confidence in delivering the IAP content.
- A good working knowledge of the Equality Act 2010, safeguarding and health and safety regulations.
- Knowledge of Activity Alliance research, products and services.

### Behaviours

- Passionate about diversity and inclusion.
- Team player and collaborator.
- Creative and innovative.
- Good communicator.
- Self-motivated and able to work autonomously.
- Person-centred delivery style.
- Appetite to develop personal facilitation knowledge and experience.

### Qualifications

- Have a recognised teaching or tutoring qualification or have experience in teaching and learning with adults and or young people.
- Have an up-to-date safeguarding certificate (Adults and Children).

## Other requirements of role

- Ability to travel independently within England. (Full, clean driving licence and business insurance required if using your vehicle to travel to deliver workshop).
- Ability to deliver workshops during the day, evenings and weekends.
- All tutors will undertake a DBS check after successful appointment

## Equality and diversity

We are committed to equality, equity and diversity in all our activities. We promote inclusive processes, practices and culture in line with the equality principles set out in the Equality Act 2010.

## Benefits

- Onboarding for programme understanding.
- Induction for programme delivery.
- Support and quality assurance from peers, Activity Alliance, Sport Structures and access to a community of practice.
- Opportunities to develop tutor skills and deliver future new courses developed by Activity Alliance.

## Further information about the role and recruitment process

Activity Alliance are committed to a policy of equal opportunity for all. Our aim is to have a diverse IAP tutor workforce and we welcome applications from all suitably qualified individuals.

Candidates will be recruited through an open and transparent process. Candidates who meet the above criteria will be invited to an interview to explore their understanding of the area of work.

Following completion of all training, applicants are graded as follows and will become part of a team that is quality assured by Sport Structures internal verifiers.

- Independent.
- Requires initial observation.

Successful tutors will be quality assured and supported in their development via:

- Observation and feedback.
- Moderated feedback from partners.
- A community of practice.

All tutors will be expected to deliver at least 4 workshops within a 12-month period to fulfil the requirements of the role. Deployments will be managed to ensure tutors have those opportunities.

## Timelines

To apply to be an IAP tutor please return the application form, a copy of your CV and equal opportunities monitoring form to [jo.pilgrim@sportstructures.com](mailto:jo.pilgrim@sportstructures.com) by **12 noon on Monday 18 September**. All applicants will be informed of decisions by close of play on Tuesday 19 September.

Interviews will be held via Teams on Monday 25 and Tuesday 26 September. Links to preferred times will be sent to applicants.

**A virtual onboarding session will take place for successful tutors from 10 – 12 noon on Monday 2 October. A face-to-face induction session will take place in Loughborough from 11 – 3pm on Monday 9 October. Reasonable expenses will be covered.**



## **Activity Alliance**

SportPark, Loughborough University

3 Oakwood Drive

Loughborough Leicestershire LE11 3QF

Tel 01509 227750

Fax 01509 227777

[www.activityalliance.org.uk](http://www.activityalliance.org.uk)