

ACTIVATOR JOB DESCRIPTION



Title	SmashUp! Activator
Purpose	To coordinate and deliver the activities associated with running high quality, fun and motivational <i>SmashUp!</i> sessions.
Key Tasks and Responsibilities	<ol style="list-style-type: none"> 1. Working with the school/venue, support the appropriate advertising of sessions using the marketing resources provided. 2. Plan and prepare for each badminton session, utilising support resources where appropriate. 3. Ensure a safe and fun playing environment by adhering to all appropriate venue policies and procedures e.g. Health and Safety, Risk Assessment, Equity. 4. Meet and greet participants in a positive and welcoming manner and facilitate a simple and efficient registration process. 5. Lead and deliver high quality, fun and customer focussed badminton sessions, utilising support resources where appropriate and including: <ul style="list-style-type: none"> ○ Grouping players, being sensitive to ability ○ Rotating / mixing groups fairly ○ Running the session to time ○ Ensuring adequate playing and rest time for all 6. Facilitate safe and fun sessions by advising participants on basic hints and tips as appropriate. i.e. the rules, scoring, basic grips. 7. Conclude and review activities and sessions with partners as appropriate. 8. Retain and increase participant numbers by maintaining a participant centred approach at all times, giving a positive impression of yourself and the school. 9. Contribute appropriately to the overall development, planning and ongoing monitoring of the programme. 10. Be aware of and actively promote any incentives and promotions using the resources provided.

	11. Complete all requested administration, data and payment collection and reporting tasks on behalf of the partner and BADMINTON England.
General Information	<p>Activator will be required to be self-employed and will be paid on an hourly basis by the school/ venue.</p> <p>BADMINTON England recommend:</p> <ul style="list-style-type: none"> - Pay scale and any associated expenses: to be agreed between the school and Activator - Hours of work: based on 4 schools per Activator, one hour per week in each - therefore at least 4 hours delivery per week - Data reports to: BADMINTON England - Type of contract: TBC between the school and Activator - Location: mapping will take place to link Activators with schools/ venues within 10 -15 miles of the Activators home address <p>Successful candidates will be required to complete a Disclosure Barring Service (CRB) check with satisfactory results before commencing employment.</p>
Benefits	<p>Activators will receive the following:</p> <ul style="list-style-type: none"> - Training from BADMINTON England - Endorsement from BE to deliver - Branded Activator Pack

