

Vision:

To play our part in reducing inequalities that exist within society.

Job Title: Occupational Therapy Assistant

Location: London Sites including Westminster Community, Waltham Forest & Hornchurch Leisure Centres.

Closing date: 30th April 2025

Responsible To: Senior Occupational Therapist

Accountable To: Clinical Lead, Occupational Therapist

Contract	1-year fixed term contract
Time	37.5 hours per week, part- or full-time hours considered, job share considered. Monday – Westminster Community/Admin/WfH/Chelmsford Offices Tuesday – Hornchurch Leisure Centre, Harrow Lodge. Wednesday – Waltham Forest, Feel Good Centre. Thursday – Waltham Forest, Feel Good Centre. Friday – Westminster Community/Admin/WfH/Chelmsford Offices
Salary Range	£23,828 - £26,701 FTE depending on experience (plus additional higher cost supplement of either 10% or 15% depending on location)
Location(s)	Westminster Community, Waltham Forest, Hornchurch, WfH and or Chelmsford HQ office
Annual Leave	Pro rata 33 days annual leave (Full time equivalent including bank holidays)
Employee Benefits and Wellbeing	<ul style="list-style-type: none"> ○ An opportunity to make a real difference and impact to people’s lives locally in your community! ○ Occupational sick pay ○ Enhanced parental leave & family friendly benefits ○ Excellent training opportunities including two specific dedicated weeks to CPD annually ○ Flexible working ○ Two volunteer days yearly ○ Dog friendly office ○ Eyecare scheme ○ Free flu vaccination ○ Employee Assistance Programme

About Sport for Confidence

Sport for Confidence (CIC) centres the needs of people and communities furthest away from sport and physical activity. We work locally and nationally [in spaces and places] making use of the combined expertise of participants, occupational therapists and sports coaches, working together to ensure systems and services are able to meet the needs of diverse communities.

This combined skill set is ideally suited to address barriers to accessing sport and physical activity, tackling inequalities and providing the best possible experience for people and communities to engage with physical activity in a way that is relevant and meaningful to peoples' lives.

We recognise and value the unique contributions of people, their environment(s), occupation and participation when using physical activity to promote good health and prevent ill health. We believe everyone should have the opportunities to experience physical activity and sport which offers empowerment, choice and belonging.

Occupational Therapists at Sport for Confidence provide practical support to empower individuals to facilitate recovery and overcome barriers preventing them from doing the meaningful activities that matter to them. Engagement in these meaningful activities can promote and enhance performance in daily life skills as well as improve physical health and wellbeing.

Sport for Confidence places Occupational Therapists into non-traditional spaces, however the scope of practice remains the same, utilising the same skillset, passion and core values to make a difference to any individuals in any place. Occupational Therapists have expanded their role across many spaces in the UK. The value and impact of Occupational Therapy is becoming increasingly and widely recognised to meet the complexity of need that frequently requires more than a medical approach as well as an earlier stage than secondary care. Occupational Therapists working in these non-traditional settings can work proactively to support individuals earlier to reduce occupational deprivation which can significantly diminish health, wellbeing and quality of life.

Purpose & Accountability

The Occupational Therapy Assistant will be assisting with the delivery of an inclusive Occupational service within several leisure centre environments and local communities. This involves assisting the Occupational Therapy team with therapeutic outcomes and providing experiences and opportunities for people facing barriers to participate in sport and physical activity.

The role includes responsibility for:

Clinical Duties

- Assisting the Occupational Therapist to make decisions on level of intervention required.
- Assist the Occupational Therapist with the creation and delivery of interventions designed to support individuals living with a variety of health conditions.
- Liaise with Sport for Confidence staff in MDT meetings as required.
- Attend meetings with professionals from other organisations collaborating with the organisations and spaces that Sport for Confidence is partnered with.
- Assist the Occupational Therapist with contacting referrals and arranging assessments.
- Provide outreach sessions and presentations to local organisations to promote the service.
- Keep up to date clinical records in line with professional RCOT and HCPC standards and policies.
- Manage a complex caseload in partnership with an OT.
- Complete assessments, interventions and reviews under the guidance and supervision of an Occupational Therapist.
- Support with collection of baseline data using outcome measures.
- Build therapeutic and meaningful relationships with participants.
- Support participants to transition from Sport for Confidence delivery to other leisure centre activities and external communities within the local area.

Waltham Forest & Hornchurch Leisure Centre OTA Role

Key Tasks:

- Provide assistance and support with new referrals and the facilitation of initial occupational therapy assessments, ensuring a welcoming and person-centered approach.
- Deliver focused 1:1 support during therapeutic sessions, promoting engagement and individual progress.
- Contribute to the planning, coordination, and delivery of group and individual sessions, including water-based therapeutic activities, in collaboration with the Occupational Therapist and Coach.
- Assist in the development and preparation of session/intervention materials and resources tailored to individual and group needs.
- Support the collection and recording of outcome measures to track client progress and inform service evaluation.
- Assist the Occupational Therapist in managing caseloads, including waitlist monitoring, initial client contact, and ongoing communication.

Westminster Community Model

Key Tasks:

- Support the Occupational Therapist in managing new referrals, including initial contact, gathering relevant information, and contributing to person-centred assessments that identify individual needs and goals.
- Assist in upskilling leisure centre staff and volunteers by supporting training sessions, sharing knowledge, and helping embed inclusive practices that ensure the ongoing development and sustainability of the community model.
- Facilitate smooth transitions for individuals entering and exiting structured sessions, helping them build confidence and independence to access broader physical activity opportunities within the community.
- Play an active role in the facilitation of a carer's group, providing a safe and supportive space for informal peer support, while also offering practical guidance and emotional support.
- Conduct external referrals and signpost individuals and carers to a wide range of local community assets, services, and wellbeing initiatives, enhancing their overall support networks.
- Collaborate with the wider multi-disciplinary team and community partners to contribute to the holistic care and wellbeing of individuals across the borough.

Non-Clinical Duties

- Promote service within the local area through networking.
- Attend weekly MDT meeting with Sport for Confidence staff.
- Complete participation numbers for statistical purposes.
- Participate in audits, data collection, research and evidence-based practice.
- Promote the occupational therapy role to external agencies.
- Contribute to service development through innovative ideas and creation of resources.
- Initiate and lead projects to meet identified service needs.
- Seek out funding opportunities and complete funding applications where appropriate.
- Be involved/supportive when presented opportunities through our specialist provision.
- To ensure that up to date written and electronic records of own patient interventions and observations are completed in accordance with Sport for Confidence and professional standards.
- To ensure that required activity data is recorded and that relevant personal and departmental records are maintained.
- To be responsible for the quality of data recorded. The data should be accurate, legible (if handwritten), recorded in a timely manner, kept up to date and appropriately filed.
- To comply with relevant professional standards – i.e. the College of Occupational Therapists Code of Ethics and Professional conduct, Health Professions Council guidelines for professional practice.

Professional Duties

- Attend professional meetings as required.
- Attend appropriate training events as required.
- Maintain a continuing professional development portfolio.

- Engage in regular supervision.
- Comply with policies and procedures regarding annual leave, sickness absence and time owing.
- Support with upskilling coaches to understand the therapeutic value of physical activity.

Additional Responsibilities

- Complete all mandatory training.
- Keep updated on all matters relating to company policies and guidelines.
- Outlook calendar to be kept up to date.
- Participate in the employee appraisal process.
- Attend peer supervision and CPD opportunities.
- Provide cover for Sport for Confidence delivery models as and when required.

Our Values



Person Centred

Inclusive

Passionate

Innovative

Caring

Person Centred – adopting a person centred approach with every participant we support to promote choice and independence and by involving the voices of the participants with service development ideas.

Passionate – we are passionate about people and passionate that sport and physical activity has the power to make a difference in people’s lives.

Innovative – it’s in our nature to think differently and use our collective intelligence to be innovative in our models of practice.

Caring – we commit to creating a culture of kindness, a caring and respectful environment for our participants, employees and providers.

Inclusive – we strive to design and embed an inclusive blueprint throughout the whole organization which creates opportunities for all individuals to participate in physical activity and accomplish personal goals.

Who are we looking for?

Someone brilliant, kind, and confident!

Ideal Criteria

- Experience with working with disabled people and or those with long term health conditions
- Passion for physical activity and its benefits
- Interest and or experience in occupational therapy, physical activity, and reducing inequalities.
- Self-motivated and able to work independently.
- Content working across multiple locations.

Desirable

- Experience of working within leisure centre environments.
- Keen to develop and learn more about the power of physical activity as a promotion tool for good health and prevention tool for ill-health.
- Experience working within the health, leisure and sport sector
- Experience of outcome measures and managing a caseload of participants

Apply!

If you are interested in the role, please do get in touch through our careers@sportforconfidence.com email account.

We would like to see a CV and cover letter but also open to video entries and or other accessible means of declaring an interest!

If you would like to discuss the job over the telephone, please contact:

Robert Walker, 07593555708

Equality, diversity and inclusion (EDI) statement

Equality, diversity and inclusion is at the core of Sport for Confidence's vision to continue developing high quality services and to be an organisation where people feel valued at work.

We are committed to ensuring that our organisation is an environment that support and values diversity and promotes equality of opportunity.

We recognise that by respecting and valuing people's differences, this includes all protected characteristics under the Equality Act 2010 [[Protected characteristics](#)] as well as other vulnerable groups, we become an equitable and inclusive organisation for our participants, staff, volunteers and our communities.

Sport for Confidence actively seeks to recruit a workforce that reflects the diversity of the communities that we work in, and we ensure that our recruitment processes are fair and inclusive.

Sport for Confidence is proud to stand firm against all forms of prejudice and discrimination, and actively seeks to challenge both prejudice and discrimination in our communities through our everyday work.

Safeguarding statement

Sport for Confidence holds, as one of its highest priorities, the safeguarding of all who use its services and who work or volunteer for us.

We ensure that everyone who is connected to our organisation is safe and protected from abuse and exploitation. This includes taking action to prevent abuse and mitigate the risks of this occurring, as well as ensuring that any allegations of abuse are taken seriously and anyone experiencing abuse is protected and their welfare promoted.

Sport for Confidence acknowledges that one of its fundamental commitments to safeguarding is that we recruit safely.

We are committed to recruiting suitable people by complying with all statutory legislative requirements and guidance.

We follow a rigorous selection process to discourage and screen out unsuitable applicants by:

- Exploring any gaps in employment, or where a candidate has changed employment or location frequently and ask candidates to explain this
- Verifying their identity

- Verifying their right to work in the UK
- Verifying their professional qualifications
- Obtaining Disclosure and Barring Service and other pre-employment compliance checks (as appropriate)
- Obtaining professional references
- Carrying out further additional checks as appropriate
- All successful candidates will be subject to the Sport for Confidence probation procedure.

General Data Protection Regulation (GDPR) Statement

Sport for Confidence takes its obligations under GDPR and applicable data privacy law seriously and is committed to protecting the privacy and security of all information we hold.

It is very important to us to ensure that all the personal information you provide to us is treated with the utmost respect and your data privacy rights are safeguarded, all in accordance with our GDPR Privacy Notice and policy. If you would like more information, please email: The Sport for Confidence Team: info@sportforconfidence.com