

**Vision:**

A future where fairer access to physical activity and sport narrows the gap in occupational, health and social outcomes, allowing everyone to benefit in a way that is meaningful to people's lives.

**Job Title:** Occupational Therapy Assistant

**Location:** Witham, Chelmsford & Basildon (Essex)

**Closing date:** 2<sup>nd</sup> October 2026

**Responsible To:** Senior Occupational Therapist

**Accountable To:** Clinical Lead, Occupational Therapist

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract</b>                        | 1-year fixed term contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Time</b>                            | 22.5 hours per week<br><br>Tuesday – Witham Leisure Centre<br>Wednesday – Riverside Leisure Centre<br>Thursday – Basildon Sporting Village                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Salary Range</b>                    | £25,500 - £27,540 FTE depending on experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Location(s)</b>                     | Essex – Witham, Chelmsford & Basildon                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Annual Leave</b>                    | Pro rata 34 days annual leave (Full time equivalent including bank holidays + 1 birthday leave)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Employee Benefits and Wellbeing</b> | <ul style="list-style-type: none"> <li>○ An opportunity to make a real difference and impact to people's lives locally in your community</li> <li>○ Enhanced parental leave &amp; family friendly benefits</li> <li>○ Excellent training opportunities including two specific dedicated weeks to CPD annually</li> <li>○ Flexible working</li> <li>○ Employee Assistance Programme</li> <li>○ Occupational sick pay</li> <li>○ Two volunteer days yearly</li> <li>○ Dog friendly office</li> <li>○ Eyecare scheme</li> <li>○ Free flu vaccination</li> <li>○ Christmas closure</li> <li>○ Birthday leave</li> </ul> |

## About Sport for Confidence

Sport for Confidence CIC is an Occupational Therapy-led organisation that centres and prioritises the needs of people and communities furthest away from physical activity and sport. We work locally and nationally to narrow the gap in occupational, health and social outcomes, enabling people to participate in ways that are meaningful to their lives.

Our approach brings together the expertise of occupational therapists, the physical activity workforce and people with lived experience. It is person-first, occupation-focused and systems-driven, recognising the relationship between the person, their environment, occupations and participation.

Occupational therapists are central to our practice. This is occupational therapy delivered within community and physical activity settings. Occupational therapists use their professional reasoning and core occupational therapy skills to understand what matters to people, identify barriers to meaningful participation, adapt environments and opportunities, and enable people to engage in the occupations and everyday activities that support their health, wellbeing, independence and sense of belonging.

Physical activity and sport provide a context and therapeutic tool through which occupational therapists can work towards wider occupational outcomes. The purpose is not simply to enable people to take part in sport or become more physically active, but to use meaningful participation to support people to do what they need and want to do in their everyday lives.

Our occupational therapists work within everyday community settings, including leisure centres, local communities and primary care. This place-based approach creates opportunities to work proactively and preventatively, address environmental and systemic barriers and support people earlier.

This reflects our commitment to Movement Beyond Medicine - moving beyond a solely medicalised or condition-focused approach and using occupation and physical activity to promote empowerment, choice, belonging, occupational justice and positive health outcomes.

## **Purpose**

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**

- Liaise with Sport for Confidence staff in MDT meetings as required.
- Support the Lead OT with liaising with external agencies including health care professionals, charities, community groups and other health and social care organisations.
- Provide outreach sessions and presentations to local organisations to promote the service and to build partnerships.
- Keep up to date clinical records in line with professional RCOT and HCPC standards and policies.
- Manage a small caseload in partnership with an OT.
- Complete assessments, interventions and reviews under the guidance and supervision of an Occupational Therapist.
- Support with collection of data using outcome measures.
- Build therapeutic and meaningful relationships with participants.
- Create and develop resources that complement therapeutic interventions.
- Support participants wanting to access community groups, when necessary.
- Provide feedback to lead OT regarding outcome of interventions and co-produce therapeutic plans.

### **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.
- This role is flexible and susceptible to change.

## Our Values



**Belonging  
for Everyone**



**Driven by  
Commitment**



**Caring  
with Purpose**



**Championing  
& Celebrating**



**Innovating  
for Impact**



**Embracing  
the Journey**

**Belonging for Everyone** – We go beyond including people, to actively challenge, enhance and improve systems and services, ensuring everyone has the opportunity to experience a sense of belonging.

**Driven by Commitment** – We are deeply committed to making a difference in people's lives, believing that sport and physical activity can ignite lasting change and transformation.

**Caring with Purpose** – We lead with humility, empathy, compassion, and kindness, building strong, supportive relationships that prioritise wellbeing and dignity.

**Championing & Celebrating** – We focus first on the aspirations of the people and communities we serve, listening to, celebrating, and elevating the voices of lived experience.

**Innovating for Impact** – We continuously evolve, finding creative and effective ways to break down barriers and transform lives.

**Embracing the Journey** – We are always learning, growing and building a more equitable future together, being brave and trying to do better.

## Person Specification

| <b>Selection Criteria</b>         | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                | <b>Desirable</b>                                                                                                                                    | <b>Measurement</b><br>Curriculum Vitae<br>-<br><b>CV</b><br>Interview - <b>IN</b><br>Assessment - <b>AS</b> |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>Education / Qualifications</b> | GCSEs (or equivalent) including English and Maths<br><br>Willingness to undertake relevant training and development                                                                                                                                                                                                                             | Experience within an Occupational Therapy setting / health care setting<br><br>Experience of supporting individuals with activities of daily living | <b>CV/IN</b><br><br><br><br><b>CV/IN</b>                                                                    |
| <b>Knowledge</b>                  | Understanding of the roles of an Occupational Therapy Assistant<br><br>Basic Understanding of promoting independence<br><br>Awareness of confidentiality, Safeguarding and infection control<br><br>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. |                                                                                                                                                     | <b>IN</b><br><br><br><b>IN</b><br><br><b>IN</b><br><br><b>IN</b>                                            |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------|
| <b>Skills/ Experience</b> | <p>Good communication and interpersonal skills.</p> <p>Able to build positive relationships with patients relatives and colleagues</p> <p>Able to follow instructions and therapy programmes accurately</p> <p>Able to work independently and as part of a team</p> <p>Good organisational and time-management skills</p> <p>Able to recognise and report changes in a client's condition or needs</p> |  | <p><b>IN</b></p> <p><b>IN/AS</b></p> <p><b>IN</b></p> <p><b>IN/AS</b></p> <p><b>IN/AS</b></p> <p><b>IN</b></p> |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------|

|                           |                                                                                                          |  |           |
|---------------------------|----------------------------------------------------------------------------------------------------------|--|-----------|
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Caring, Compassionate and respectful</li> </ul>                 |  | <b>AS</b> |
|                           | <ul style="list-style-type: none"> <li>• Patient and understanding</li> </ul>                            |  | <b>AS</b> |
|                           | <ul style="list-style-type: none"> <li>• Reliable and punctual</li> </ul>                                |  | <b>AS</b> |
|                           | <ul style="list-style-type: none"> <li>• Flexible and willing to adapt to changing priorities</li> </ul> |  | <b>AS</b> |
|                           | <ul style="list-style-type: none"> <li>• Positive attitude towards learning and development</li> </ul>   |  | <b>AS</b> |
|                           | <ul style="list-style-type: none"> <li>• Able to maintain professional boundaries</li> </ul>             |  | <b>AS</b> |

**CV - CV**

**IN - Interview**

**AS - Assessment**

### **Apply!**

If you are interested in the role, please do get in touch through our [careers@sportforconfidence.com](mailto: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:

Megan Potts, Clinical Lead, Senior Occupational Therapist 07394564942.

Robert Walker, Operational Lead, Senior Occupational Therapist, 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](mailto:info@sportforconfidence.com)