

# The Albion Foundation

## Active Lifestyles Casual Coach – Job Description



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<b>Job Title:</b>	Active Lifestyles Casual Coach
<b>Reports to:</b>	Project Co-ordinator and Workforce Development Co-ordinator
<b>Contract Term:</b>	Casual
<b>Salary Band:</b>	N/A
<b>Salary:</b>	£9.00 - £15.00 per hour
<b>Job Purpose</b>	
To support the delivery of positive, high quality, structured, youth-based activities within the Active Lifestyles department. To assist the planning, delivery, monitoring and evaluation of sessions and activities.	
<b>Duties and responsibilities</b>	
<ul style="list-style-type: none"> <li>• To support the delivery of Premier League Primary Stars, Premier League Kicks, Football Development projects and any other Active Lifestyles projects in line with The Albion Foundation’s high-quality standards and framework.</li> <li>• Contribute to ensuring all provision is delivered in a safe environment and all first aid regulations are adhered by reporting issues to the session lead.</li> <li>• Ensure that all safeguarding regulations are adhered to, all safeguarding concerns and incidents are to be reported to session lead and designated safeguarding lead.</li> <li>• Ensure that any issues with equipment and first aid kits are reported to the lead staff.</li> <li>• Assist the completion of the necessary monitoring requirements including attendance registers and participant data capture.</li> <li>• Proactively engage with participants, parents, partners and facility staff.</li> <li>• Promote a positive and professional image at all times including appearance and punctuality etc.</li> <li>• Have an understanding of Albion Foundation projects and encourage additional participation.</li> <li>• Attend performance reviews and CPD training as requested.</li> <li>• Any other duties deemed appropriate by line manager or equivalent.</li> </ul>	

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## Active Lifestyle Casual Coach – Person Specification



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Qualifications	Essential	Desirable	Measured
Degree/A Levels or equivalent		✓	Application
Minimum Level 2 Qualification in any other sport	✓		Application
FA Emergency Aid or equivalent and Safe	✓		Application
In date DBS	✓		Application
<b>Knowledge</b>			
Knowledge of local communities and demographics		✓	Interview
Understanding of child protection and health and safety	✓		Interview
Understanding of Prevent and characteristics of targeted groups		✓	Interview
<b>Skills</b>			
Able to communicate effectively with a range of people	✓		Interview/practical
Able to work in both a team and independently	✓		Interview
Able to adapt sessions to participants	✓		Interview/practical
Able to encourage motivate and enthuse young people to participate in activities	✓		Interview/practical
Excellent planning and organisational skills		✓	Interview
Basic IT skills to include Microsoft Office products		✓	Application/interview
<b>Experience</b>			
Experience of working with young people	✓		Application/interview
Experience of working with young people who may pose challenging behaviours		✓	Application/interview
Experience of evaluating the effectiveness sessions and programmes	✓		Application/interview
Commitment to development and willingness to undertake training where necessary	✓		Application/interview

<b>Personal</b>			
Ability to work efficiently on own initiative and maintain a high standard of work	✓		Application/interview
A flexible attitude to working and willing to work evenings and weekends including matchdays	✓		Application/reference
Hold a valid driving licence and have access to own transport		✓	Application
Reliable and dependable	✓		Reference