

The Albion Foundation

Active Lifestyles Casual Coach – Job Description



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Job Title:	Active Lifestyles Casual Coach
Reports to:	Project Co-ordinator and Workforce Development Co-ordinator
Contract Term:	Casual
Salary Band:	
Salary:	£9.50 - £15.00 per hour
Job Purpose	
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.	
Duties and responsibilities	
<ul style="list-style-type: none"> • To support the delivery of Premier League Primary Stars, Premier League Kicks, Football Development projects and any other Active Lifestyles projects in line Albion Foundation’s high-quality standards and framework. • 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. • Ensure that all safeguarding regulations are adhered to, all safeguarding concerns and incidents are to be reported to session lead and designated safeguarding lead. • Ensure that any issues with equipment and first aid kits are reported to the lead staff. • Assist the completion of the necessary monitoring requirements including attendance registers and participant data capture. • Proactively engage with participants, parents, partners and facility staff. • Promote a positive and professional image at all times including appearance and punctuality etc. • Have an understanding of Albion Foundation projects and encourage additional participation. • Attend performance reviews and CPD training as requested. • Any other duties deemed appropriate by line manager or equivalent. 	

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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
Minimum Level 1 Qualification in Football	✓		Application
FA Emergency Aid or equivalent and Safe	✓		Application
In date DBS	✓		Application
Knowledge			
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
Skills			
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
Experience			
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
Personal			
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
A commitment to the principles of equality and diversity	✓		Application/interview
Reliable and dependable	✓		Reference