

# Community Sport & Physical Activity Development Coach (WRU Rugby focus)

**1 x 18.5 hour part-time position**

**Salary £19,332 - £21,970 pro rata**

(Grade 4, pro-rata, fixed term until 31<sup>st</sup> March 2023)

(The post could extend into 2023/24, subject to continued grant funding).

(Employee benefits include access to local government pension scheme, competitive annual leave entitlement, flexi time and agile working, employee health and fitness membership, and discounted food and beverage in Newport Live facilities for all our employees)

Newport Live is an award winning not for profit sport, leisure, arts, and cultural trust; a registered UK Charity with an excellent track record for delivering innovative engagement programmes and providing services to our communities that *'inspire people to be happier and healthier'*.

We are excited to be advertising new positions in our forward-thinking Community Sport & Wellbeing team, where we have recently refreshed several roles in line with our ambitious development plans. [Click here](#) to get a better insight into our Community Sport & Wellbeing team's work!

We are looking for a motivated and enthusiastic individual, who is passionate about rugby, sports coaching, delivering activities, and who has the ability to coordinate sport and physical projects. Ideally you will have some working experience from within the sport and physical activity sector, such as in a sports development team, and have knowledge of Rugby, as this role will have a specific focus in this sport, in partnership with the WRU hub officer programme.

This fantastic opportunity will contribute to the shared improvement of rugby at school, club, and national level. The successful candidate will be required to promote and develop rugby in curriculum time, support the extracurricular programme and continue to establish and develop links with our feeder primary schools, local clubs, and community provision alongside Newport Live's Community Sport & Wellbeing team and the WRU.

The post is 18.5 hours per week and fixed term until 31<sup>st</sup> March 2023, with extension to post possible with continued grant funding agreements. There is some flexibility with the hours available, and the working pattern, but in the main you would be working between Monday and Friday, with some evening and weekend work required.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

If you are interested and would like to find out more about the role, please get in touch with Chloe Powton (Community Sport & Physical Activity Development Manager)

[chloe.powton@newportlive.co.uk](mailto:chloe.powton@newportlive.co.uk) for an informal discussion, or contact our Customer Services Team on 01633 656757 and to speak with Chloe.

**Application Process** - You can download an application form and job description via the Newport Live website [www.newportlive.co.uk](http://www.newportlive.co.uk) alternatively they are available via e-mail request from [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

Please return the completed application forms to [jobs@newportlive.co.uk](mailto:jobs@newportlive.co.uk)

**Closing date for applications:**

**Wednesday 3rd August 2022 12pm**

**Interviews:**

**w/c 8th August 2022**

[www.newportlive.co.uk](http://www.newportlive.co.uk)

June 2022

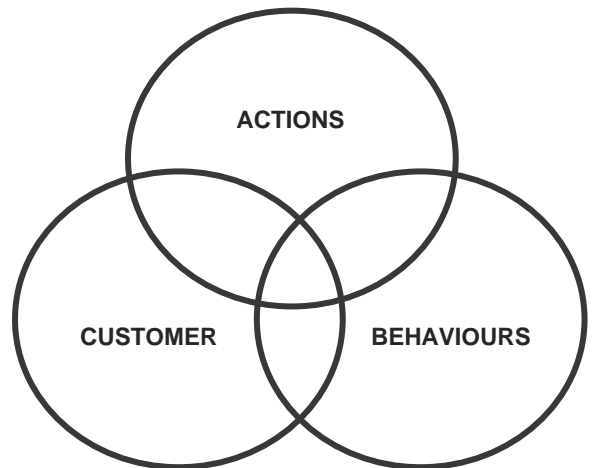
## JOB DESCRIPTION

<b>POST:</b>	<b>COMMUNITY SPORT &amp; PHYSICAL ACTIVITY DEVELOPMENT COACH</b>
<b>JOB PURPOSE:</b>	To assist in the development, coordination, and delivery of community sport and physical activity projects and interventions across Newport, as part of the Community Sport & Wellbeing Team at Newport Live, working proactively with a wide range of partners and our communities, on behalf of children, young people, families, and adults.
<b>RESPONSIBLE TO:</b>	Community Sport & Physical Activity Development Officer
<b>SALARY:</b>	Grade 4 (SCP 17-21 £19,332 - £21,970)
<b>KEY RELATIONSHIPS:</b>	A wide range of local partners (e.g. Schools, Nurseries, Sports Clubs, Community Organisations), the Community Sport & Wellbeing team, Newport Live colleagues, the wider community, children, young people, families, and adults.
<b>BASE LOCATION:</b>	Newport International Sports Village - requiring the ability to travel to all Newport Live facilities, and communities or venues locally.
<b>WORKING HOURS / PATTERN:</b>	18.5 hours per week – on a regular basis the postholder will be required to work flexibly and this will include unsociable hours including evenings and weekends.
<b>MANAGEMENT RESPONSIBILITY:</b>	Casual Community Sports Coaches, Young Ambassadors, and Volunteers.

### I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

### HOW MY PERFORMANCE IS MEASURED



**DISCLOSURE AND BARRING:**

*This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will be subject to a disclosure and barring check.*

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## KEY RESPONSIBILITIES:

- 1 Deliver, develop, coordinate, and provide quality coaching, physical activity, and wellbeing experiences that are inclusive for all participants engaged in community sport and wellbeing projects, activities, and interventions specifically in schools, early years settings, with clubs, leisure facilities, or in communities across Newport.
- 2 Provide support and supervision to Casual Community Sports Coaches, Young Ambassadors, and Volunteers; ensuring they deliver a quality service for participants whilst understanding Newport Live's vision, mission, and values.
- 3 Assist in the recruitment, support, and mentoring of Young Ambassadors, Volunteers, and Casual Community Sports Coaches, to assist in the delivery of programmes, projects, and interventions.
- 4 Promote sport, physical activity, and wellbeing opportunities within Newport including areas of poverty and social deprivation.
- 5 Undertake all necessary support processes, administration tasks, and monitoring and evaluation data capture and input, to support the management team in reporting to partners and funders; ensuring these are accurate and to a high standard.
- 6 Take part in and assist with the implementation of robust 'session/project overviews' with the management team, reviewing term-time, holiday, and community sessions, events, and projects alongside national insight, intelligence, and best practice; ensuring there is always continuous improvement.
- 7 Be open to working collaboratively and supportively with colleagues across the Community Sport & Wellbeing team, wider organisation, and with our external partners; creating positive relationships, demonstrating excellent communication skills, and being professional at all times.
- 8 Work to all Safeguarding and Health and Safety guidance, training, policies, and plans, taking direction and guidance from the management team to ensure activities you deliver are safe for participants, utilise risk assessments, follow training and best practices, and are supportive of you and your colleagues, as per Newport Live policies, processes, and procedures.
- 9 Take ownership of personal performance and development, completing all training programmes and opportunities required and identified to complete your role, including attendance at external training programmes as agreed by the Community Sport & Wellbeing team.
- 10 Be an ambassador for the Newport Live Brand, representing the Community Sport & Wellbeing team and organisation positively and professionally, undertaking any other duties, commensurate with the grade and of this post as directed by the management team.

*The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.*

## COMMUNITY SPORT & PHYSICAL ACTIVITY DEVELOPMENT COACH

### PERSON SPECIFICATION

Area	Essential	Desirable
<b>Qualifications</b>	<p>1.1 National Governing Body Award (A)</p> <p>1.2 Level 2 or equivalent in sports coaching or leadership (A)</p> <p>1.3 Certified First Aid Qualification (A,I)</p> <p>1.4 Knowledge of Safeguarding and Protecting Children Procedures (A,I)</p>	<p>1.5 Sport and Physical Activity, or Health and Wellbeing, or Youth and Community, or Leisure and Recreation qualification (A)</p> <p>1.6 Disability &amp; Inclusion Training (A)</p>
<b>Knowledge, Skills &amp; Competencies</b>	<p>2.1 Knowledge of sport and physical activity coaching and leadership and the value to individuals, the community, and the voluntary sector (A,I)</p> <p>2.2 Ability to lead, coordinate, and deliver sport and physical activity sessions, that are inclusive to all (A,I)</p> <p>2.3 Ability to communicate effectively (A,I)</p> <p>2.4 Ability to demonstrate team leadership (A,I)</p> <p>2.5 Able to work on your own initiative and under pressure (A,I)</p> <p>2.6 Excellent administration, IT, &amp; organisational skills (A,I)</p>	<p>2.7 Understanding of the motivation of children and young people, family and community circumstances, and adverse childhood experiences (A,I)</p> <p>2.8 Experience of partnership working (A,I)</p> <p>2.9 Ability to communicate effectively using the Welsh Language (A)</p>
<b>Experience</b>	<p>3.1 Working with children, young people and adults as part of a physical activity programme; and organising sessions (A,I)</p> <p>3.2 Coaching or delivering sport and physical activity sessions to children, young people, or adults (A,I)</p>	<p>3.3 Developing and supporting coaches and volunteers working in sport (A,I)</p> <p>3.4 Working with people inclusively (e.g. people with a disability) as part of a sport and physical activity session (A,I)</p>
<b>Personal Attributes</b>	<p>4.1 Passionate about the value of sport, physical activity, and its impact on the wellbeing of individuals and communities (A,I)</p> <p>4.2 Excellent organisational, interpersonal, and communication</p>	<p>4.6 Ability to deliver training and education programmes (I)</p>

	<p>skills in a way that puts people at ease and applies empathy, understanding, and support (A,I)</p> <p>4.3 Ability to work on own, enthusiastically, and under pressure, at times; being intrinsically motivated (A,I)</p> <p>4.4 A commitment to undergo training (A,I)</p> <p>4.5 Ability to uphold and live by Newport Live's vision and values (I)</p>	
<b>Other</b>	<p>5.1 Possess a current driving licence, use of own vehicle, and the ability to travel locally (A,I)</p> <p>5.2 A The ability to work unsociable hours, often working evenings and weekends (A,I)</p> <p>5.3 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport Live (I)</p>	<p>5.4 Possess a current driving licence, use of own vehicle, and the ability to travel locally (A,I)</p>

**Method of assessment (\* M.O.A.)**

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre