

Community Health & Wellbeing Development Coach

1 x 30 hour part-time position
Grade 4 SCP 17-21 £19,332 - £21,970 (pro-rata)

(Fixed term until 31st March 2023).

(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. The work of the team and our programmes, projects and interventions is highly regarded locally, regionally, and nationally by a wide range of sporting and non-sporting partners. [Click here](#) to get a better insight into our Community Sport & Wellbeing team's work!

We are looking for a highly organised and enthusiastic individual, who is passionate about health and wellbeing, sport, and physical activity; and ideally who will have some experience from working within the sports development, education, health and wellbeing, or sport for development sector. However, we have also, on occasion, trained and developed the right candidate who we feel has a high level of potential and the right behaviours (e.g. retired, semi-retired, career changers, parents looking for part-time work, forces veterans, or school/FE/HE leavers); therefore if you are interested just get in touch for an informal conversation to find out more about our work and these opportunities!

The role is varied, exciting, and rewarding and will require you to have energy and enthusiasm and to regularly deliver and engage within sport and physical activity sessions that engage and inspire children, young people, families, and underrepresented groups to become active.

This post is part of the Healthy and Active Fund (HAF) and is 30 hours per week, fixed term until 31st March 2023. There is some flexibility with the hours available, and the working patterns, most likely during the day Monday to Friday, with some evening and weekend work required. Candidates will be based at the Newport International Sports Village, with the agility to work citywide leading and supporting a wide range of projects, activities, and events.

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 and the organisation, then we'd love to hear from you, so please get in touch with Jaime Tudor (Community Health & Wellbeing Development Manager) jaime.tudor@newportlive.co.uk for an informal discussion, or contact our Customer Services Team on 01633 656757 and to speak with Jaime.

Application Process - You can download an application form and job description via the Newport Live website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk
Closing date for applications: **Wednesday 17th August 2022 5pm**
Interviews: **w/c 22nd August 2022**

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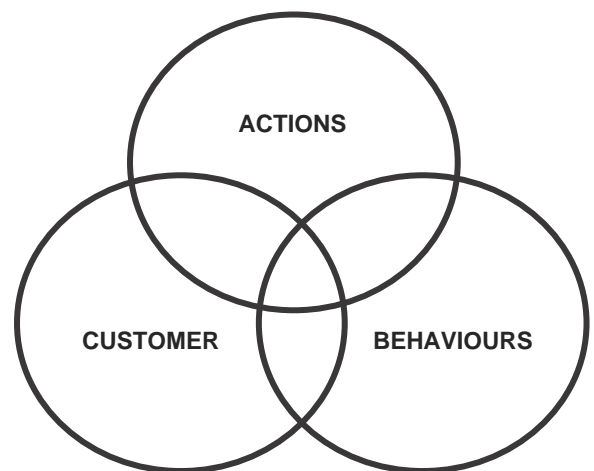
JOB DESCRIPTION

POST:	COMMUNITY HEALTH & WELLBEING DEVELOPMENT COACH
JOB PURPOSE:	To assist in the development, coordination, and delivery of the Healthy & Active (HAF) programme, 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.
RESPONSIBLE TO:	Community Health & Wellbeing Development Officer
SALARY:	Grade 4 (SCP 17-21 £19,332 - £21,970)
KEY RELATIONSHIPS:	A wide range of local partners (e.g. Schools, Social Services, Preventions, Health, Community Organisations), the Community Sport & Wellbeing team, Newport Live colleagues, the wider community, children, young people, families, and adults.
BASE LOCATION:	Newport International Sports Village - requiring the ability to travel to all Newport Live facilities, and communities or venues locally.
WORKING HOURS / PATTERN:	30 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.
MANAGEMENT RESPONSIBILITY:	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

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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.

KEY RESPONSIBILITIES:

- 1 Deliver, develop, and coordinate high quality community wellbeing and physical activity experiences that are inclusive for children, young people, families/adults, and underrepresented groups as part of our community sport and wellbeing projects, activities, and interventions in schools, leisure facilities, and 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 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 'project and process overviews' with the management team in relation to term-time and holiday period workshops, activities, 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 HEALTH & WELLBEING DEVELOPMENT WORKER

PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 Level 2 or equivalent in sports coaching or leadership (A)</p> <p>1.2 Certified First Aid Qualification (A,I)</p> <p>1.3 Knowledge of Safeguarding and Protecting Children Procedures (A,I)</p>	<p>1.4 Health and Wellbeing, Sport and Physical Activity, or Youth and Community, or Leisure and Recreation qualification (A)</p> <p>1.5 National Governing Body (NGB) Level 1 /2 coaching qualification, 1st 4 Sport Level 2 Certificate in Coaching (sport and physical activity), Health and Wellbeing, Fitness, or Youth and Community accredited qualification. Or equivalent experiences (A)</p> <p>1.6 Mental Health First Aid Qualification or similar (A)</p> <p>1.7 Disability & Inclusion Training (A)</p>
Knowledge, Skills & Competencies	<p>2.1 Understand the wider determinants of health and wellbeing, and the benefits of physical activity (A,I)</p> <p>2.2 Ability to lead, coordinate, and deliver physical activity sessions, that are inclusive to all (A,I)</p> <p>2.3 Ability to communicate effectively (A,I)</p> <p>2.4 Able to work on your own initiative, as part of a team, and under pressure (A,I)</p> <p>2.5 Excellent administration, IT, & organisational skills (A,I)</p>	<p>2.76 Understanding of the motivation of children and young people, family and community circumstances, and adverse childhood experiences (A,I)</p> <p>2.7 Experience of partnership working (A,I)</p> <p>2.8 Ability to communicate effectively using the Welsh Language (A)</p>
Experience	<p>3.1 Working with children, young people, families, and/or adults as part of a health and wellbeing, and/or physical activity programme with the ability to lead, engage, and build relationships with people/clients (A,I)</p> <p>3.2 Leading, organising, or delivering workshops, physical activity sessions, and/or interventions that support health improvement such as increasing physical activity levels, improving diet and nutrition, or</p>	<p>3.3 Developing and supporting casual workers, coaches and volunteers working in sport, physical activity, or health and wellbeing (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, or workshop delivery session (A,I)</p>

	supporting mental wellbeing to children, young people, or adults (A,I)	3.5 Knowledge of monitoring and evaluation systems and data collection processes (A,I)
Personal Attributes	<p>4.1 Passionate about the value of health, wellbeing, and physical activity, and its impact on the wellbeing of individuals and communities (A,I)</p> <p>4.2 Excellent organisational, interpersonal, and communication skills; with the ability to put people at ease and convey empathy and understanding (A,I)</p> <p>4.3 Ability to work on own, and under pressure; 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>	4.6 Ability to deliver workshops, training and education programmes (I)
Other	<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>	

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

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre