

Wellbeing Coach

Fixed Term until 31st March 2022
(with opportunity to extend with secured external funding)

**Grade 3 (SCP 14-17 £17,537 - £18,769 (pro rata)
plus benefits**

2 x 30 hour posts

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

We are looking to recruit a highly motivated and passionate 'Development' professional to join our highly regarded Community Sport and Wellbeing Department, which includes the Community Sports Development, Community Health & Wellbeing, Disability & Inclusion, and Positive Futures teams, offering traditional sports development and sport for social change programmes, projects, and interventions.

You will be a key member of the team, working in schools and communities across Newport with a wide range of partners, as well as with children, young people, and families who you will engage and inspire. The post is that of Wellbeing Coach, is part-time for 30 hours per week, and is fixed term until 31 March 2022 with opportunity for it to be extended further with confirmation of our annual external funding agreements.

You will be involved in working with referred families, delivering health and wellbeing workshops, promoting sport and physical activity, leading inclusive activities, and coordinating exciting programmes of health and wellbeing. As part of a fantastic team, you will have the opportunity to help people and to oversee projects and interventions, in a variety of different working environments including schools, communities, and our leisure facilities.

You will have the ability to engage children, young people, and families, and be passionate about health and wellbeing and the benefits of leading a healthy lifestyle. Some experience of sport and physical activity engagement, delivery, or sports coaching will be helpful. You will be professional, passionate, agile, and you will have a positive can-do attitude. You will be provided with advice, support, training, development opportunities, and on the job experience in a highly regarded team recognised locally, regionally, and nationally.

The successful candidate will work flexibly at Newport Live's leisure facilities, at home, and in our schools and communities across the City of Newport where required. The post is 30 hours a week, includes daytime, evening, and weekend work, and is fixed term until 31 March 2022.

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

For an informal discussion about the post please email Jaime Tudor, Senior Health & Wellbeing Development Officer Jaime.tudor@newportlive.co.uk to discuss further.

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: **Wednesday 30th June 2021 12:00pm**

Interviews week commencing: **Monday 5th July 2021**

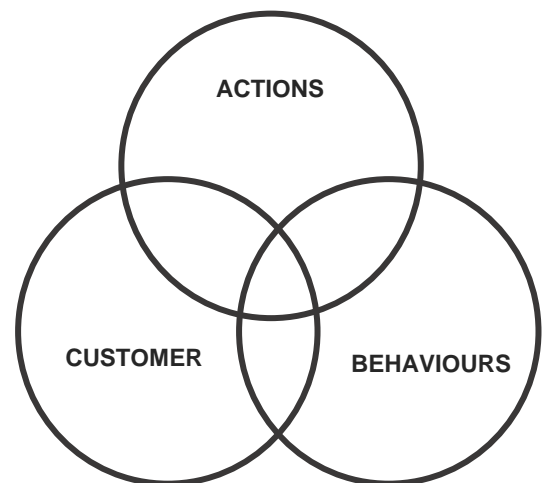
JOB DESCRIPTION

POST:	Wellbeing Coach
JOB PURPOSE:	To assist in the development, coordination, and delivery of the Community Sport & Wellbeing Team's HAF programme, to include school and community-based sport and wellbeing provision, supporting casual coaches, volunteers, and young people to successfully engage in regular sport and physical activity.
RESPONSIBLE TO:	Senior Health & Wellbeing Officer Heathy & Active Development Officer
SALARY:	Grade 3 (SCP 14-17 £17,193 - £18,401)
KEY RELATIONSHIPS:	Members of the public, partners and stakeholders and all Newport Live colleagues.
BASE LOCATION:	Head Office: The Regional Pool & Tennis Centre, with a requirement to work across the City of Newport in a variety of settings in the community.
MANAGEMENT RESPONSIBILITY:	Casual Sports Coaches 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 subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1 To deliver, develop and provide quality coaching, physical activity and wellbeing experiences for all individuals engaged in Community Sport & Wellbeing programmes specifically Health and Wellbeing projects within Newport.
- 2 Provide support to casual sports coaches and volunteers ensuring they deliver a quality service for participants across Newport.
- 3 To evaluate a broad programme of initiatives aimed at increasing levels of physical activity and improving wellbeing, specifically emotional wellbeing, in line with Health and Wellbeing projects.
- 4 To promote sport, physical activity and wellbeing within the City of Newport including areas of social deprivation.
- 5 To undertake all necessary administration tasks, and ensure duties are carried out to a high standard.
- 6 To communicate effectively with the Community Sport & Wellbeing team including key contacts in schools, communities, and partner programmes as well as with children, young people, parents / guardians and volunteers.
- 7 Provide written and verbal reports to the Community Sport & Wellbeing team as required.
- 8 Ensure all Community Sport & Wellbeing sessions are adequately resourced with materials and equipment throughout the duration of the programme.
- 9 To assist and support the promotion of Newport Live programmes, facilities, and services, on site or off site at outreach and events, supporting all marketing and promotional displays as required.
- 10 Take ownership of personal performance and development, completing all training programmes required to complete your role, including attendance at external training programmes as agreed.
- 11 To be an ambassador for the Newport Live Brand, 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.

WELLBEING COACH – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	1.1 National Governing Body Award (A) 1.2 Level 2 or equivalent in sports coaching or leadership (A) 1.3 Certified First Aid Qualification (A,I) 1.4 Knowledge of Safeguarding and Protecting Children Procedures (A,I)	1.5 Working with individuals with a disability as part of a physical activity programme (A,I)
Knowledge, Skills & Competencies	2.1 Able to demonstrate Team leadership (A,I) 2.2 Ability to communicate effectively (A,I) 2.3 Able to work on own initiative and under pressure (A,I) 2.4 Excellent administration and organisational skills (A,I) 2.5 Competent IT skills (A,I)	2.6 Experience of partnership working (A,I)
Experience	3.1 Working with children, young people and adults as part of a physical activity programme; and organising sessions (A) (I)	3.2 Working with individuals with a disability as part of a physical activity programme (A) (I) 3.3 Experience of working on wellbeing initiatives (A) (I)
Personal Attributes	4.1 Self-motivated and enthusiastic (I) 4.2 Reliable and Punctual (I) 4.3 A commitment to undertake and deliver training (I) 4.4 Enthusiastic physical activity ambassador with a passion to share knowledge and support others (A,I) 4.5 Ability to communicate with people in a way that puts them at ease, applies empathy, understanding and support (A,I)	
Other	5.1 A The ability to work unsociable hours, often working evenings and weekends (A,I) 5.2 Understand and demonstrate a willingness to promote positively the	5.3 A full driving licence with Business Class insurance (A,I)

	Equal Opportunities Policy of Newport Live (I)	
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Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre