

Wellbeing Coach

Grade 3 SCP 14–17

£17,537 - £18,769 (pro rata)

(Fixed Term until 30th September 2022)

We are looking to recruit a Wellbeing Coaches for 30 hours per week on a fixed term basis until 30th September 2022; to be part of our develop and deliver our award-winning Sport & Physical Activity Development Team within Newport Live.

Newport Live is a not-for-profit organisation and registered UK Charity, with a great track record delivering sport, physical activity, leisure, arts and cultural services and programmes.

We have recently secured funding via the Healthy Active Fund (HAF) to deliver a new project that will aim to sustainably increase the physical activity levels of those who are currently sedentary or have very low levels of activity, whilst improving levels of emotional wellbeing, by promoting social interactions and improving access to spaces and places for physical activity. The programme will adopt a collaborative approach, working with many partners in Newport.

The successful candidates will need to be passionate, have a can-do attitude, be able to organise, deliver, and most importantly engage and inspire participants (e.g., children and parents), volunteers, and coaches within a variety of different working environments and situations (e.g., Primary Schools and Communities) which will include daytime and some evening delivery. A background in either sport and physical activity coaching, children and young people engagement, health and fitness, health and wellbeing, or delivering community activities will be needed.

If you wish to discuss any aspect of the role further, please contact Jaime Tudor, Senior Family Health & Wellbeing Officer to arrange an informal discussion: jaime.tudor@newportlive.co.uk

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

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

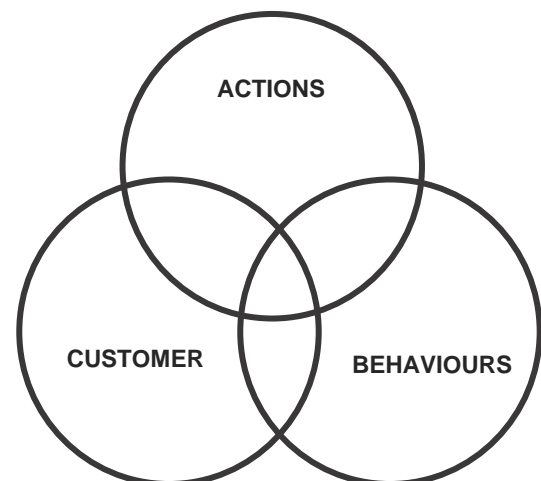
JOB DESCRIPTION

POST:	HAF Wellbeing Coaches
JOB PURPOSE:	To assist in the development, coordination and delivery of the Sport and Physical Activity Development 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
SALARY:	Grade 3 (SCP 14-17 £17,537 - £18,769)
KEY RELATIONSHIPS:	Sport and Physical Activity Development Team Members of the public Community partners Leisure centre managers / staff School teachers
BASE LOCATION:	Newport
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 Sport and Physical Activity Development 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 Sport and Physical Activity Development 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 Sport and Physical Activity Development Team as required.
- 8** Ensure all sessions are adequately resourced with materials and equipment throughout the duration of the programme.
- 9** Any other duties commensurate with the grade of the post as directed by the Line Manager

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.

HAF WELLBEING COACH – PERSON SPECIFICATION

Area	Essential	Desirable
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Qualifications	<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 UK Inclusion Training (A)</p> <p>1.6 Mental Health First Aid Qualification (A)</p> <p>1.7 Degree in Sport or Health related subject (A, I)</p>
Knowledge, Skills & Competencies	<p>2.1 Able to demonstrate Team leadership (A, I)</p> <p>2.2 Ability to communicate effectively (A, I)</p> <p>2.3 Able to work on own initiative and under pressure (A, I)</p> <p>2.4 Excellent administration and organisational skills (A, I)</p> <p>2.5 Competent IT skills (A, I)</p>	<p>3.6 Experience of partnership working (A, I)</p>
Experience	<p>Working with children, young people and adults as part of a physical activity programme; and organising sessions (A) (I)</p>	<p>Working with individuals with a disability as part of a physical activity programme (A) (I)</p> <p>Experience of working on wellbeing initiatives (A) (I)</p>
Personal Attributes	<p>4.1 Self-motivated and enthusiastic (I)</p> <p>4.2 Reliable and Punctual (I)</p> <p>4.3 A commitment to undertake and deliver training (I)</p> <p>4.4 Enthusiastic physical activity ambassador with a passion to share knowledge and support others (A, I)</p> <p>4.5 Ability to communicate with people in a way that puts them at ease, applies empathy, understanding and support (A, I)</p>	
Other	<p>5.1 The ability to work unsociable hours, often working evenings and weekends (A, I)</p> <p>5.2 Understand and demonstrate a willingness to promote positively the</p>	<p>5.3 A full driving licence with Business Class insurance (A,I)</p>

	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