



Job Description & Person Specification

Title: Lead Youth Coach (Casual)

Responsible To: Director

Location: Various (Primarily South Liverpool)

The Opportunity

We are currently recruiting for a **Lead Youth Coach** to join us at our exciting, fast paced organisation to plan and deliver a range of safe enjoyable ability specific life skill coaching sessions that are well structured, engaging, and progressive within several of our company projects.

Job Start: Monday 1st November 2021

Job Finish: Friday 8th July 2022 (Review at end of academic year.)

Work: 12 - 15 hours per week (during term time only). Work will be set each week by the Director.

Salary: £10.00 per hour

Key Responsibilities & Accountabilities:

- To deliver a range of activities such as multi-sports and much more appropriate to the age and ability of the participants to teach and develop young people's life skills.
- To produce and evaluate session plans for all activities.
- To liaise with primary school staff to arrange and organise EQUIP activities.
- To ensure that the highest quality of delivery is also kept during EQUIP sessions.
- To deliver life skill sketches and promote EQUIP sessions as part of school assemblies.
- To manage casual Youth Coaches when on site.
- To lead projects as and when required, including casual staff management.
- To undertake dynamic risk assessments.
- To adhere to EQUIP's Safeguarding procedure at all times.
- To take payment for activities as appropriate and deliver back to EQUIP with records to back up payments made.
- To ensure that all EQUIP equipment is in good working order and assembled properly – to report to EQUIP any equipment that needs attention.
- To ensure that the EQUIP's Codes of Conduct are adhered to at all times.
- To keep up to date registers for all activities.
- Registration forms collected and processed in line with EQUIP data protection policy.
- To attend training courses continuing professional development as required.
- Any other task which is deemed necessary by EQUIP as it continuously grows.

| EQUIP | | Location: Various | |
|--|---|---|-------------------------------|
| Department: Education & Recreation | | Responsible To: Director | |
| REQUIREMENTS | ESSENTIAL | DESIRABLE | METHOD OF ASSESSMENT * |
| 1. Qualifications and Training | Level 1+ in a sports coaching qualification. | Multi-Sports Level 1 Multi Sports Level 2 Safeguarding & Protecting Children & Vulnerable Adults Emergency First Aid Qualification Level 1+ in other sports | 1 & 4 |
| 2. Previous Work Experience | Planning and delivering activities to children and young people Youth Work Experience | Working within a school setting Working with vulnerable children Leading and supporting projects within a complex organisational structure and working effectively with cross-departmental teams. | 1, 2, & 4 |
| 3. Specific Knowledge / Skills / Abilities required | | | |
| Knowledge | Understanding differentiation within a session Knowledge of EQUIP and its values Commitment to EQUIP's mission | Knowledge in field of Special Educational Needs | 1, 2, 3 & 4 |
| Information Technology | Strong ability to use standard office software (such as Word, Excel, PowerPoint). Experience and understanding of email | | |
| Communication | Outstanding verbal, written and presentation skills Comfortable in working with a wide and diverse range of different people Confident and professional manner at all times | Proven experience in public speaking | |
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| Analysis and Problem Solving | <p>Use of a methodical approach to isolate problems and define opportunities to provide creative and realistic solutions which meet EQUIP's and partner's needs.</p> <p>Forward thinking and creative in outlook</p> | | |
| Other | <p>Own Transport</p> <p>Role will include days, evenings and weekend work</p> | <p>Full Driving License</p> | |
| 4. Motivation / Attitude | <p>Self-driven and motivated</p> <p>Driven approach ensuring highest quality delivery</p> <p>Flexible</p> <p>Willingness to learn and develop through Continuous Professional Development both internally and externally</p> <p>Positive and professional manner upholding the reputation of EQUIP at all times</p> <p>Positive role model to young people whom we work with.</p> | | <p>1, 2 & 3</p> |

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| <p>5. EQUIP Principles and Policys</p> | <p>To ensure compliance with all relevant EQUIP policies, including health and safety policies and safeguarding.</p> <p>EQUIP embraces differences regardless and expects all employees to adhere to our principles of Equality & Diversity.</p> <p>To ensure compliance with all relevant legal, regulatory, ethical and social requirements.</p> <p>To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing EQUIP.</p> <p>To keep confidential any information gained regarding the EQUIP and its personnel.</p> <p>To be determined to develop your own future and EQUIP's</p> <p>The post is subject to a satisfactory Criminal Records Check.</p> | | <p>1, 2 & 3</p> |
| <p>*1=Application form; 2=Interview; 3=Test/Presentation; 4=Documentary evidence; 5=Other</p> | | | |

Terms and Conditions of Employment relevant to post

Subject to:

Satisfactory DBS check

Satisfactory completion of the Probationary period – 1 month

Right to work in the UK: Compliance with Asylum and Immigration Act 1996 and Immigration Asylum and Nationality Act 2006

Evidence of stated qualifications relevant to the post

Evidence of membership of relevant professional bodies as stipulated by the post

Please write down three points setting out your suitability for the role and motivation for joining our team with your CV and send to liam.kiziltan@equipgroup.co.uk.