



# Candidate Information Application Pack

## **Youth Development Sport Coach (Ref: 268)**

## Welcome

Dear Applicant,

Thank you for your interest in Health for All and the post of **Youth Development Sports Coach (Ref: 268)**. This post is part of the well-established HFA Active Clubs Experience Project (ACE).

Health for All is a charity created to meet the needs of people in Leeds and continues to respond to the changing needs of individuals and communities in Leeds and beyond. We provide a wide range of health-related activities for people unable to access mainstream services. Our services improve the quality of life for all generations.

Our mission is to enable the poorest and most vulnerable communities to overcome the challenges of health and social inequality. Our grassroots approach invests in safe, welcoming community spaces, tailored services built around communities in need, instilling confidence and equipping people with the skills to live happy, healthy lives.

Health for All's vision is health and wellbeing for all, a society free from inequality, poverty and isolation. We have supported individuals and families for over 32 years, with the clear aim of actively redressing health inequalities, tackling its root causes.

Health for all works with people of all ages, from birth to later years. We support individuals, families and children to overcome challenges, develop their skills and grow in both confidence and health through a range of projects including : giving a child the best start in life; delivering energetic enjoyable activities for children; channeling young people's idealism and energy into positive action; improving mental health through building quality relationships; providing access to volunteering; caring and connecting in times of crisis and enabling older people to retain independence and thrive.

The closing date for applications is: **Friday 8th December 2023 at 12 noon**

All applications must be returned to [recruitment@healthforall.org.uk](mailto:recruitment@healthforall.org.uk)

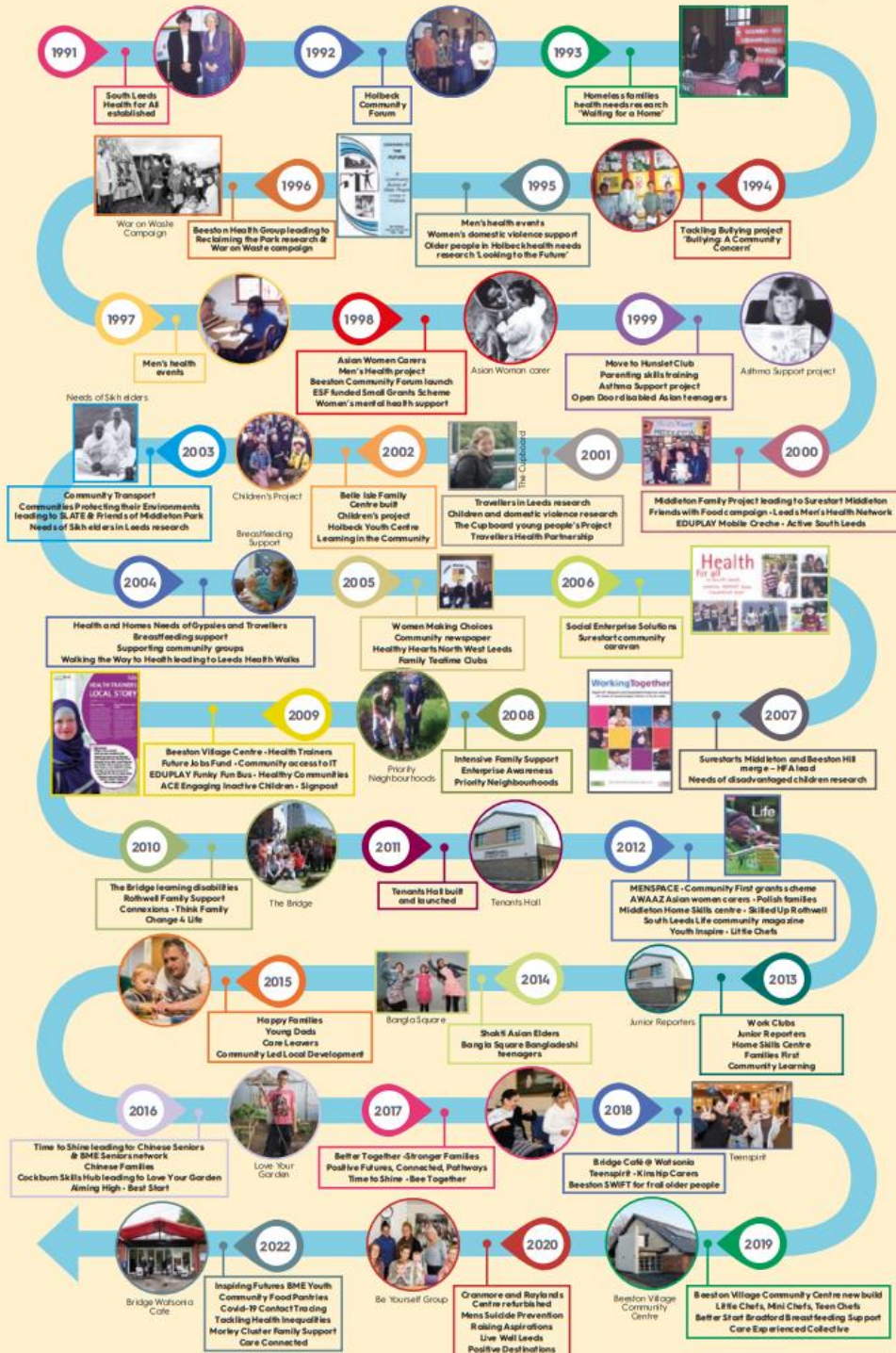
We hope this pack gives you an insight into Health for All and the role of Youth Development Sports Coach. To find out more about the work we do please visit our website: [www.healthforall.org.uk](http://www.healthforall.org.uk)

Good luck in your application and we look forward to receiving it.

Kind Regards

Victoria Standish  
Human Resources Manager

# Health for All 1991-2022



## Health for All – Active Clubs Experience (ACE)

Health for All has a successful track record of establishing and facilitating sporting activities for children, young people, and families in Leeds and surrounding areas. Sessions are delivered in schools and community settings. ACE engages inactive children in schools and communities and runs weekly activity sessions for Older people

The HFA Active Clubs Experience (ACE) service educates children and families on the importance of active lifestyles and inspires an enthusiasm for being active throughout life.

Through non-traditional sporting activities, ACE successfully engages children from disadvantaged backgrounds in weekly multi sports sessions especially those who, ordinarily, wouldn't be part of sport activities. We also regularly provide access to new opportunities including inter-school tournaments and residential.

Part of ACE's goal is creating a self-sustaining programme that enables young people themselves to deliver the ACE weekly sessions in schools and community settings. Young coaches are known as Sports Leaders and are recruited, trained and supported by HFA with many progressing to pursue sports coaching as a career choice.

The ACE Team has inspired over 10,000 children, has supported approximately 80 schools and engaged over 450 active elders. The ACE team is made up of a Manager, with 3 team leaders, who support the large staff team of coaches.

## **Youth Development Sports Coach Active Clubs Experience**

**Do you have a passion for working with young people?**

**Do you have experience of delivering sports sessions in schools?**

**Do you have experience of working with vulnerable children and young people?**

**Do you hold a Level 3 Youth Work Qualification?**

**If so, we have the perfect opportunity for you.**

We have an exciting opportunity to join our Active Clubs Experience Project as a Youth Development Sports Coach. We are looking for an enthusiastic, hardworking and committed individual that will work in schools and community spaces to engage children and young people either in a group or 1-1 setting.

You will work as part of the Active Clubs Experience team providing support for children and young people who may be at risk of offending behaviour allowing them to develop their personal skills, knowledge and attitudes.

This is a fantastic opportunity for someone who has the passion and dedication to ensure the best outcomes for children and young people. The successful applicant should have excellent communication skills and ideally hold a Level 3 Youth Work Qualification or be currently working towards this.

**Hours: 15 hours per week – Hours to be discussed at interview**

**Salary: £22,986.60 Full time equivalent per annum**

**Closing Date: Friday 8<sup>th</sup> December 2023 at 12 noon**

We are committed to safeguarding children, young people and vulnerable adults and the successful applicant will be subject to a DBS check.

**To apply for this vacancy please visit our website [www.healthforall.org.uk](http://www.healthforall.org.uk) and download the application pack, if you would like to know more about this role please contact the HR department to discuss 01132706903.**

**HEALTH FOR ALL (LEEDS) LTD  
YOUTH DEVELOPMENT SPORTS COACH  
ACTIVE CLUBS EXPERIENCE (ACE) SERVICE**

**JOB DESCRIPTION**

<b>Salary:</b>	<b>£22,986.60 Full Time Equivalent per annum</b>
<b>HOURS:</b>	<b>15 hrs per week</b>
<b>OFFICE BASE:</b>	<b>Tenants Hall Enterprise Centre, Acre Close, Middleton, Leeds LS10 4HX, activities carried out in schools and community centres as required</b>
<b>RESPONSIBLE TO :</b>	<b>HFA Board of Trustees</b>
<b>REPORTS TO:</b>	<b>Children and Young People Services Manager</b>

**MAIN PURPOSE OF POST**

- To work in schools and community spaces to engage children and young people in either group or 1:1 sessions.
- To work as part of the Active Clubs Experience team providing support for children and young people who may be at risk of offending behaviour allowing them to develop their personal skills, knowledge and attitudes.
- Deliver sports-based sessions to help ensure 'best outcomes' for children and young people in Leeds and the surrounding areas.
- To plan and deliver engaging and appropriate sessions in all settings independently.
- To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

**DUTIES**

1. To work in schools including secondary schools to engage individuals either in a group or 1:1 setting.
2. To support individuals who may be at risk of offending behaviour allowing them to develop their personal skills, knowledge, behaviour and attitudes.
3. To up skill and raise aspirations of children and young people to address barriers they are facing.

## Health for All – Job Description Continued

4. To plan, evaluate and deliver physical activity sessions to inactive children and young people in disadvantaged areas of Leeds using inclusive person centred coaching approaches.
5. To engage with young people in a positive and meaningful way.
6. To work with young people to develop and maintain relationships to help identify their needs.
7. To deliver coaching sessions as organised within the objectives of the ACE project within schools and community settings throughout the year.
8. To always deliver coaching sessions in a manner consistent with coaching principles and aims of the project, adopting community development approaches to engage parents and families.
9. To work with the ACE Team Leader and Manager to assist in identification of needs to promote and establish Active Club programmes in response to needs identified.
10. To attend and promote the ACE project at events and galas.
11. To ensure a professional relationship is maintained with partners, schools and community.
12. To maintain all administrative records relating to coaching sessions, including registers maintaining data protection principles at all times.
13. To provide mentoring and be a role model on good practice to all Assistant Sports Coaches and Sports Coaches.
14. To signpost children and families to other lifestyle provisions.
15. To ensure safeguarding and child protection procedures are followed at all times.
16. To ensure that adequate standards of Health & Safety considerations are maintained at all times, in accordance with the Health & Safety policy.
17. To respond to accidents with the appropriate measures of first aid, ensuring that all records relating to accidents are completed immediately afterwards.
18. To attend team meetings regularly.
19. To undertake appropriate training and development opportunities to fulfil responsibilities effectively.
20. To undertake any other tasks required to further the aims and objectives for Health for All.
21. To ensure that all work undertaken by the project is consistent with the HFA Equal Opportunities, Health and Safety, and Safeguarding policies.

## Health for All – Person Specification – Youth Development Sports Coach

	<b>Essential</b>	<b>Desirable</b>	<b>Shown by</b>
<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Level 3 Youth Work Qualification (or working towards)</li> <li>• GCSE qualification in English</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching Qualification</li> </ul>	Application Form Interview
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Proven ability to engage maintain positive relationships with local children and young people within school and community settings.</li> <li>• Ability to independently plan, evaluate and develop physical activity sessions to engage children and young people in either a group or 1:1 capacity.</li> <li>• Ability to maintain own administrative records relating to coaching sessions and individual development plans.</li> <li>• Ability to work with a wide range of children with different abilities and backgrounds.</li> <li>• Proven ability managing challenging behaviour and attitudes and encourage positive engagement from all participants.</li> <li>• Ability to work well in a team.</li> <li>• Ability to work on own initiative with minimal supervision, and prioritise own workload.</li> <li>• Ability to build and maintain positive relationships with schools and various service providers.</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to communicate in spoken and written English</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to drive and have use of a car.</li> </ul>	Application Form Interview



<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Excellent communication, interpersonal and literacy skills</li> <li>• Excellent record keeping skills to record information, observations and evaluations of sessions</li> <li>• Proven problem-solving skills</li> </ul>		Application Form Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with children with additional, challenging and behavioural needs.</li> <li>• Proven experience managing challenging behaviour to ensure 'best outcomes' for participants.</li> <li>• Experience developing sports-based sessions to improve participant health, wellbeing and attitudes.</li> <li>• Proven experience of working within communities and schools' settings.</li> <li>• Proven experience of supporting vulnerable individuals.</li> <li>• Experience helping children and young people to develop their personal skills, knowledge, behaviour and aspirations.</li> <li>• Liaising with schools to develop appropriate strategic behaviour plans for individual participants.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of working in the voluntary sector</li> <li>• Experience working directly with educational settings</li> </ul>	Application Form Interview
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of educational settings and the importance of building positive relationships with staff and pupils.</li> <li>• Knowledge of the issues that affect young people from complex backgrounds</li> <li>• Knowledge of supporting and assisting vulnerable people to improve their health and wellbeing</li> <li>• Knowledge of safeguarding procedures.</li> <li>• Knowledge of first aid and how to record incidents accurately.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of working in the voluntary sector</li> <li>• Experience working directly with educational settings</li> </ul>	Application Form Interview

<b>Attitudes and Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A passion for sport and fitness</li> <li>• Supportive and non-judgemental.</li> <li>• Commitment to working in ways which challenge discrimination.</li> <li>• A passion for working with and celebrating diversity.</li> <li>• Respect for a variety of cultures, religions &amp; lifestyles.</li> <li>• Demonstrate and promote Health for All values acting with compassion and kindness at all times.</li> <li>• Commitment to self-development, training and learning new skills.</li> <li>• Willingness to participate in supervision, training and meetings.</li> <li>• Willingness to work within all Health for All policies.</li> <li>• Willingness to be accountable to the post's Line Manager.</li> </ul>		Application Form Interview
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## Health for All – Right to work in the UK

In order to comply with the Right to Work in the UK requirements and to confirm your eligibility to work in the UK you will be required to produce one or more of a statutory list of documents.

It is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK.

A photocopy will be taken of the documentation before your interview and will be destroyed in the event that you are unsuccessful in your application. If you are appointed the photocopy of the document confirming your identity will be placed on your personal file.

If you are invited to interview you will need to bring with you ID to prove you are eligible to work in the UK a full list will be sent with the invite to interview letter.

The original document will be returned to you as soon as soon as it has been photocopied.

## Documents to be provided to prove the right to work in the UK

### List A:

1. A passport (current or expired) showing the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or passport card (in either case, whether current or expired) showing that the holder is an Irish citizen.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted unlimited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
4. A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
5. A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
6. A birth or adoption certificate issued in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
7. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.
8. A certificate of registration or naturalisation as a British citizen, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

### List B Group 1:

1. A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.
2. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man, which has been verified as valid by the Home Office Employer Checking Service, showing that the holder has been granted limited leave to enter or remain under Appendix EU to the Jersey Immigration Rules, Appendix EU to the Immigration (Bailiwick of Guernsey) Rules 2008 or Appendix EU to the Isle of Man Immigration Rules.
3. A current immigration status document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or a previous employer.

## List B Group 2:

1. A document issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules on or before 30 June 2021 together with a Positive Verification Notice from the Home Office Employer Checking Service.
2. A Certificate of Application (digital or non-digital) issued by the Home Office showing that the holder has made an application for leave to enter or remain under Appendix EU to the immigration rules (known as the EU Settlement Scheme), on or after 1 July 2021, together with a Positive Verification Notice from the Home Office Employer Checking Service.
3. A document issued by the Bailiwick of Jersey, the Bailiwick of Guernsey or the Isle of Man showing that the holder has made an application for leave to enter or remain under Appendix EU (J) to the Jersey Immigration Rules or Appendix EU to the immigration Rules (Bailiwick of Guernsey) Rules 2008, or Appendix EU to the Isle of Man Immigration Rules together with a Positive Verification Notice from the Home Office Employer Checking Service.
4. An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.
5. A Positive Verification Notice issued by the Home Office Employer Checking Service to the employer or prospective employer, which indicates that the named person may stay in the UK and is permitted to do the work in question.

## Health for All – Policy statement on the recruitment of Ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Health for All complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.
- Health for All undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
- Health for All can only ask an individual to provide details of convictions and cautions that Health for All are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended).
- Health for All can only ask an individual about convictions and cautions that are not protected.
- Health for All is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- Health for All actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Health for All select all candidates for interview based on their skills, qualifications and experience.
- An application for a criminal record check is only submitted to DBS once a post has been offered and accepted. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.
- Health for All ensures that all those in Health for All who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- At interview, or in a separate discussion, Health for All ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Health for All undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

## Health for All - Application Process and safeguarding

Making an Application	Interview and Selection Process
<p><b>Application form</b></p> <p>If you wish to be considered for this post please complete the application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.). The person specification, provided with the details of the post, lists the essential and desirable criteria against which each application will be assessed at each stage of the Recruitment and Selection Process.</p> <p>You will note that we require details of two referees, one of which must be your current or most recent employer.</p> <p>CVs are <b>not</b> accepted as part of the application process.</p> <p><b>Supporting information</b></p> <p>This section of the form is <b>very important</b>. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and <b>give specific examples</b>, where possible, to demonstrate how you match the requirements for this post. Please ensure you stick to the word count for each section.</p> <p><b>The closing date for applications: <u>Friday 8<sup>th</sup> December 2023</u></b></p>	<p>Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.</p> <p>As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, if the role requires specific questions will be asked at interview to assess your suitability to work with children and vulnerable adults.</p> <p>Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.</p>

Pre-employment checks	Policies
<p><b>References</b></p> <p>If you are offered the post we will take up references, which are listed on your application form. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, sickness and disciplinary record. We may ask for additional references if we need to.</p> <p>On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.</p> <p><b>DBS &amp; Disqualification checks</b></p> <p>Employment at Health for All is subject to DBS check relevant to the role you have been offered. All such checks must be satisfactory before we confirm any offer of appointment.</p> <p>Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'.</p> <p>However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment. Please ensure you complete the Criminal Record Declaration Form and submit this alongside your completed application form.</p> <p><b>Validation of Qualifications</b></p> <p>If you are offered the position and dependent on the role you have been appointed to you will be asked to bring original certificates of relevant essential qualifications. These will be photocopied and kept on file.</p>	<p><b>Child &amp; vulnerable adults Protection</b></p> <p>Health for All is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.</p> <p><b>Code of Conduct and Personal Behaviour</b></p> <p>Health for All believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and beneficiaries.</p> <p><b>Equal Opportunities</b></p> <p>We are committed to promoting best practice in our efforts to eliminate discrimination and to create an environment where everyone is treated fairly and with respect.</p>





Tenants Hall Enterprise Centre  
Acre Close  
Middleton  
Leeds  
LS10 4HX

Tel: 01132706903

Email: [recruitment@healthforall.org.uk](mailto:recruitment@healthforall.org.uk)

Website: [www.healthforall.org.uk](http://www.healthforall.org.uk)

<https://www.facebook.com/HFALEEDSUK/>

<https://twitter.com/HealthforAllLds>