

**HEALTH FOR ALL (LEEDS) LTD
SESSIONAL ASSISTANT SPORTS COACH
ACTIVE CLUBS EXPERIENCE (ACE) SERVICE**

JOB DESCRIPTION

HOURLY RATE:	Meets National Minimum Wage
HOURS:	Zero Hours
OFFICE BASE:	Tenants Hall, Acre Close, Middleton, Leeds 10, activities carried out in schools and community centres as required
RESPONSIBLE TO:	Children & Young People Services Manager HFA Board of Trustees
REPORTS TO:	Team Leader Active Clubs Experience

MAIN PURPOSE OF POST

- To assist in delivering the Active Clubs programme in a range of sports which engages inactive and/or overweight children and their communities in physical activity programmes targeting disadvantaged areas of Leeds.
- To assist and support the ACE team in delivering a high-quality Active Clubs Experience programme to families and children.
- 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 assist the delivery of physical activity sessions to inactive children in disadvantaged areas of Leeds using inclusive coaching approaches.
2. To assist in delivering breakfast, lunchtime, after school and community sessions to engage children of all abilities.
3. To attend events and galas as appropriate for the Ace project.
4. To ensure a professional relationship is maintained with partners, schools and community.
5. To assist in the administrative records relating to coaching sessions, including registers maintaining data protection principles at all times.

6. To ensure safeguarding and child protection procedures are followed at all times.
7. Work with due regard to ensure Health & Safety is followed at all times.
8. To respond to accidents with the appropriate measures of first aid, ensuring that all records relating to accidents are completed immediately afterwards.
9. To attend team meetings regularly.
10. To undertake appropriate training and development opportunities to fulfil responsibilities effectively.
11. To undertake any other tasks required to further the aims and objectives for Health for All.
12. To ensure that all work undertaken by the project is consistent with the HFA Equal Opportunities, Health and Safety, and Safeguarding policies.

Name: _____

Signature: _____

Date: _____