

JOB TITLE:	Assistant Coach (Millburn/Strathdearn Activities Coach)
SALARY:	£14.68 per hour
HOMEWORKING:	This post is not suitable for homeworking
LOCATION:	Strathdearn Primary School (Tomatin)
RESPONSIBLE TO:	Active Schools Co-ordinator
JOB PURPOSE:	To support the delivery and assist with term time and holiday programme activities ensuring inclusion and participants health and wellbeing is focal to all sessions.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Assist with the delivery of extra-curricular term time and holiday activity sessions which are appropriate to the needs and abilities of the participants.
- Support with development of the Strathdearn after school activity provision, assisting the Lead who in turn will support with the delivery of further activities.
- Work alongside the Lead, Active Schools Co-ordinator and Strathdearn Community Development Team to ensure activities become sustainable and volunteer led.
- Ensure participants are made welcome to their activity, enjoy their activity, and know what is expected of them to gain most from the activity.
- Maintain registers, records and statistics of activities in line with established procedures.
- The safe setting up and tidying away of equipment.
- Adhere to sport-specific risk assessments, and perform dynamic risk assessments before and during all sessions
- Know and comply with the Active Schools System of work and Emergency Action Plan for the facility where activities are taking place.
- Pursue continuous professional development and contribute to the continuous improvement of High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.

- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the team.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. Because of such variations it will be necessary to update this job specification from time to time.

Date: October 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.

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ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this relief post effectively and safely, candidates will be able to provide evidence of the following:-

1. EXPERIENCE

- Experience with working with young people in sport/physical activity.
- Adaptable to work with different sports and children's activities.

2. EDUCATION AND QUALIFICATIONS

- Relevant NGB sport qualifications desirable but not necessary.
- A Full UK Driving License is required yet travel time and expenses will be paid for.

3. SKILLS/ATTRIBUTES GENERAL

- Reliability.
- Ability to work on own initiative.
- Excellent communication skills.
- Flexible approach to work pattern

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Knowledge of Child and Vulnerable Adult protection procedures.
- Knowledge of Children sports/activities, including the sources of risk associated with these sports/activities.
- Ability to adapt to a flexible working approach that may include after school, evening and weekend work.

5. INTERPERSONAL AND SOCIAL SKILLS

- An inspirational personality that engenders enthusiasm and trust.
- Ability to work as a team