



**HIGH LIFE HIGHLAND**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	Relief Assistant Coach
<b>SALARY:</b>	£14.68 per hour
<b>LOCATION:</b>	Various Across Highland
<b>HOMEWORKING:</b>	This post is not suitable for homeworking
<b>RESPONSIBLE TO:</b>	Active Schools Co-ordinator
<b>JOB PURPOSE:</b>	To support the delivery and assist with 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 holiday activity sessions which are appropriate to the needs and abilities of the participants.
- Work alongside the Lead Coach and Active Schools Co-ordinator ensure activities become sustainable and volunteer led.
- Ensure participants feel welcomed, have fun, 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 the team and 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.

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular 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. As a result of such variations it will be necessary to update this job specification from time to time.

**Date:** April 2026



**HIGH LIFE HIGHLAND  
PERSON SPECIFICATION**

**JOB TITLE:** Assistant Coach

**LOCATION:** Various locations

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this 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 i.e. SFA 1.1 Introduction to Coaching etc.
- 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.

*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.*