

	HIGH LIFE HIGHLAND JOB DESCRIPTION
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JOB TITLE:	Lead Coach (Planet Youth) (5 hours per week – regular evenings and weekends)
LOCATION:	Lochaber
CONTRACT:	Fixed Term to August 2026
SALARY:	£20.13 per hour
RESPONSIBLE TO:	Active Schools Co-ordinator
HOMEWORKING:	This post is not suitable for homeworking
JOB PURPOSE:	Plan, lead, and actively deliver a diverse programme of inclusive and accessible organised activities for young people and families. This role supports the aims of the Planet Youth Project, promoting healthier lifestyles, improved wellbeing, and stronger community connections.

A key focus of the role is to engage groups who may benefit most from increased opportunities for participation, ensuring that activities are welcoming, relevant, and inclusive. Local knowledge and insight are essential to shaping programmes that reflect the unique needs, strengths, and aspirations of the community. The postholder will work collaboratively with schools, community organisations, and local partners to identify priorities, build trust, and create meaningful experiences that empower young people and families to make positive choices.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

1. 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.
2. Lead the delivery of extra-curricular and holiday activity sessions, ensuring they are appropriate to the needs and abilities of all participants.
3. Support the recruitment, retention, and development of a network of volunteers, coaches, leaders, and teachers who contribute to the delivery of school and club sport opportunities.
4. Adopt a mentoring role within the cluster to help upskill and support the local volunteer network, including Young Leaders.
5. Collaborate with the Active Schools Co-ordinator and Youth Worker to ensure activities are targeted where they are most needed and are developed to become sustainable.
6. Instruct and guide participants in line with HLH and National Governing Body guidelines.
7. Create a welcoming and enjoyable environment for participants, clearly communicating expectations to help them get the most from their activity.

8. Maintain accurate registers, records, and statistics of activities in accordance with established procedures.
9. Understand and comply with Active Schools Systems of Work and Emergency Action Plans.
10. Ensure the safe setup and tidy away of equipment before and after sessions.
11. Enhance the quality and range of sport and physical activity opportunities available before and after school, as well as in community settings.
12. Follow sport-specific risk assessments and carry out dynamic risk assessments before and during all sessions.
13. Pursue continuous professional development and contribute to the continuous improvement of High Life Highland as a whole.
14. Attend and undertake any training online or in person.
15. Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
16. 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 Active Schools team.
17. Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.

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: October 2025

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.

	HIGH LIFE HIGHLAND LEAD COACH (YOUTH WORK IN SPORT) PERSON SPECIFICATION
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JOB TITLE: Lead Coach (Planet Youth)

LOCATION: Lochaber

ESSENTIAL ATTRIBUTES

To effectively and safely carry out the duties of this post, candidates must be able to provide evidence of the following:

1. EXPERIENCE

- Experience working with young people in sport and physical activity settings.
- Experience in supporting and mentoring volunteers.

2. EDUCATION AND QUALIFICATIONS

- HNC in Sports Coaching (or equivalent experience)
- A full UK Driving Licence
- Relevant National Governing Body (NGB) sport qualifications are desirable but not essential

3. GENERAL SKILLS AND ATTRIBUTES

- Reliability and a strong sense of responsibility.
- Ability to work independently and take initiative.
- Excellent communication skills.
- Flexible approach to working hours and duties.

4. ROLE-SPECIFIC SKILLS AND ABILITIES

- Understanding of child and vulnerable adult protection procedures.
- Knowledge of safe activity delivery and risk assessment practices.
- Ability to adapt to a flexible working schedule, including after-school, evening, and weekend sessions.

5. INTERPERSONAL AND SOCIAL SKILLS

- An inspirational personality that builds enthusiasm and trust.
- Ability to work effectively as part of a team.
- Ability to engage confidently and positively with all key stakeholders.