



HIGH LIFE HIGHLAND
JOB DESCRIPTION

JOB TITLE:	Tutor/Coach (Term Time Only)
SALARY:	£36,636 - £40,968 pro rata / £20.13per hour
LOCATION:	The Strathdearn Hub (Tomatin) & Millburn Academy (Inverness)
HOMEWORKING:	This post is not suitable for homeworking
RESPONSIBLE TO:	Active Schools Co-ordinator
JOB PURPOSE:	Plan, lead 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.
- Lead the delivery of extra-curricular term time and holiday activity sessions appropriate to the needs and abilities of the participants.
- Support development of the Strathdearn after school activity provision, and assist with recruiting, retaining and developing a network of volunteers, coaches, leaders and teachers who in turn will support with the delivery of further activities.
- Adopt a mentoring role within the area to support and upskill the local volunteer network (including Young Leaders).
- Work with the Active Schools Co-ordinator and Strathdearn Community Development Team to ensure activities become sustainable and volunteer led.
- Instruct and guide participants in accordance with HLH and National Governing Body guidelines.
- 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.
- Know and comply with the Active Schools Systems of Work and Emergency Action Plan.
- The safe setting up and tidying away of equipment.
- Increase the quality and range of sport & physical activity opportunities offered before and after school and during lunch.
- Adhere to sport-specific risk assessments and perform dynamic risk assessments before and during all sessions.
- Pursue continuous professional development and contribute to the continuous improvement of the Active Schools 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 Active Schools team.
- 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: March 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.



**HIGH LIFE HIGHLAND
PERSON SPECIFICATION**

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LOCATION: The Strathdearn Hub (Tomatin) & Millburn Academy (Inverness)

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:-

EXPERIENCE

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

EDUCATION AND QUALIFICATIONS

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

SKILLS/ATTRIBUTES GENERAL

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

SKILLS/ABILITIES SPECIFIC TO THE POST

- Knowledge of Child and Vulnerable Adult protection procedures.
- Knowledge of activity delivery and risk assessing.
- Ability to adapt to a flexible working approach that may include after school, evening and weekend work.

INTERPERSONAL AND SOCIAL SKILLS

- An inspirational personality that engenders enthusiasm and trust.
- Ability to work as a team
- Ability to engage effectively with all key stakeholders