

JOB TITLE: Tutor/Coach (Term Time Only)

SALARY: £36,636 - £40,968 pro rata

TERM: 19th Aug 2026 – 1st July 2027

LOCATION: Various (Based in Portree)

RESPONSIBLE TO: Active Schools Co-ordinator

JOB PURPOSE: To plan, coordinate and deliver high-quality after-school activity programmes across Skye, increasing opportunities for children and young people to be physically active as part of the Active Schools programme.

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 and deliver safe, inclusive and engaging sport and physical activity sessions appropriate to the age, needs and abilities of participants.
- Support and mentor Young Leaders assisting with the delivery of activities, helping to develop their skills, confidence and leadership abilities.
- Support and mentor volunteers involved in activity delivery, providing guidance, encouragement and constructive feedback.
- Instruct, coach and supervise participants in accordance with High Life Highland policies and relevant National Governing Body (NGB) guidelines.
- Create a positive, welcoming and enjoyable environment where participants feel valued, supported and motivated to take part.
- Ensure participants understand session expectations and are supported to gain maximum benefit from activities.
- Maintain accurate attendance registers, records and participation statistics in line with established procedures.
- Comply with all Active Schools policies, systems of work, safeguarding procedures and emergency action plans.
- Ensure the safe set-up, inspection and storage of equipment before and after activities.

- Follow sport-specific risk assessments and undertake dynamic risk assessments before and during sessions to ensure the safety and wellbeing of all participants.
- Promote positive behaviour, fair play, respect and inclusion at all times.
- Report any accidents, incidents, safeguarding concerns or equipment issues in accordance with organisational procedures.
- 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 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 (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.

JOB TITLE: Lead Coach

LOCATION: Various (Based in Portree)

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 of working with children and young people in sport, physical activity, education, or community settings.
- Ability to deliver a wide range of sports and physical activities, adapting sessions to meet the needs, interests and abilities of participants.
- Experience of supporting, mentoring or developing young leaders, volunteers or peer mentors.
- Experience of working in partnership with schools, clubs and community organisations is desirable.

2. Education and Qualifications

- Relevant National Governing Body (NGB) coaching qualifications or equivalent experience are desirable.
- A recognised qualification in sport, physical activity, education, youth work or a related field is desirable.
- Full UK Driving Licence and access to transport, with travel time and expenses reimbursed in line with organisational policy.

3. General Skills and Attributes

- Reliable, organised and self-motivated, with the ability to work independently.
- Excellent communication and interpersonal skills, with the ability to engage effectively with children, young people, parents, volunteers and partners.
- Positive, enthusiastic and proactive approach to work.
- Flexible and adaptable, with the ability to respond to changing priorities and opportunities.

4. Skills and Abilities Specific to the Post

- Understanding of child protection and safeguarding procedures relating to children and vulnerable adults.
- Knowledge of a range of sports and physical activities, including the ability to identify and manage associated risks.
- Ability to plan, organise and deliver safe, inclusive and engaging physical activity sessions.
- Commitment to promoting equality, diversity and inclusion in all aspects of delivery.
- Willingness to work flexibly, including after-school hours, evenings and occasional weekends, to meet programme needs.

5. Interpersonal and Teamworking Skills

- Enthusiastic and inspiring individual who can motivate and encourage children, young people, volunteers and partners.
- Ability to build positive relationships and establish trust with a wide range of stakeholders.
- Strong team player, able to contribute effectively within a collaborative environment while also working independently when required.
- Commitment to supporting the values and objectives of the Active Schools programme.