

ROLE DESCRIPTION
Walking Football Coach

RESPONSIBLE TO:	STRENGTH AND BALANCE TEAM LEADER
SALARY:	£15-£20 per hour depending on experience
HOURS:	4 HOURS PER WEEK- Sessional contract
DURATION:	32 weeks with possibility of extension subject to funding

OVERALL JOB PURPOSE

To work under the direction of the Strength and Balance Team Leader to develop a Walking Football programme. The post holder will be responsible for developing, organising, delivering and monitoring a weekly Walking Football session for older adults living with long term health conditions.

KEY RESPONSIBILITIES

1. To deliver safe, effective and engaging Walking Football sessions to older adults living with long term health conditions
2. To provide appropriate care and encouragement and dignity to participants at all times, respecting and reflecting individual needs
3. To effectively promote the sessions across Bolton and actively recruit participants
4. To liaise with venues to ensure that facilities are available, safe, welcoming and consistent with terms and conditions agreed
5. To carry out risk assessments for participating individuals and of facilities and equipment.
6. To maintain effective attendance registers and up to date participant records (using information technology) in accordance with Data Protection and Age UK Bolton Data Privacy and Confidentiality policies and procedures.
7. To communicate effectively with the Strength and Balance Team Leader to gather and record case studies and success stories
8. To provide information to the Strength and Balance Team Leader, utilising the above information, to produce monthly reports to the management of Age UK Bolton, Age UK national charity, Sport England and other partners as required including the evaluation of the effectiveness of walking football programme
9. To act as a First Aider and maintain up to date training and membership qualifications for appropriate bodies, in line with new fitness initiatives, the delivery of your role and the programme and your own personal and professional development.
10. To help to identify new opportunities for continued development of the Walking Football group.

11. To ensure all duties and responsibilities associated with the role are carried out in accordance with Health and Safety guidelines and good practice and compliance at all times with all relevant Age UK Bolton policies, procedures and Quality standards.
12. To develop and sustain effective relationships with clients, their families, volunteers, Age UK colleagues, NHS colleagues, other partners and the wider community in order to promote the safety, independence, health, well-being and personal development of older people in Bolton.
13. To proactively market and promote the range of community services offered by Age UK Bolton and its partners where appropriate, to support individuals to retain, regain and develop the skills to manage and improve their lives and environment.
14. Other duties as directed by the Strength and Balance Team Leader and the Chief Executive which are consistent and commensurate with the responsibilities of the post and the needs and development of the Walking Football Programme.
15. To maintain and keep up to date records, collate output, outcome and quality measures using systems in place in accordance with Data Protection and Data Sharing Protocols observing Age UK Bolton Privacy and Confidentiality policies at all times.

PERSON SPECIFICATION
Strength and Balance Exercise Instructor

ESSENTIAL CRITERIA	ASSESSMENT METHOD
KNOWLEDGE & SKILLS	
Excellent verbal and written communication skills	Application/Interview
Good organisational skills to manage workload effectively.	Application/Interview
Strong relationship building and networking skills	Application/Interview
Understanding of and empathy with the issues affecting vulnerable older people	Application/Interview
Understanding of promoting the independence of older people	Application/Interview
Ability to deliver structured physical activity sessions.	Application/Interview/Test
Committed to customer care and providing an efficient and effective quality service.	Application/Interview
Ability to provide clear written and verbal reports.	Application/Interview
Strong understanding of confidentiality, safeguarding and health and safety policies	Application/Interview
Understanding the concept of risk stratification and assessment in the application of exercise referral	Application/Interview
Ability to exert moderate to intense physical effort for frequent periods throughout the working day.	Application/Interview
Conscientious and reliable.	Application/Interview
Ability to work independently and as part of a team.	Application/Interview
Good communication/ interpersonal skills with the ability to motivate and interact effectively with individuals with risk factors/medical conditions.	Application/Interview
Observing clients during exercise and reacting appropriately.	Application/Interview
Ability to remain calm when faced with challenging situations with a common sense and practical approach to problem solving	Application/Interview
Friendly & outgoing with an innovative working style with enthusiasm for promoting exercise in a fun and engaging environment.	Application/Interview
DESIRABLE	ASSESSMENT METHOD
Ability to contribute to the collection of data to improve services and ability to present information in a range of formats for a variety of audiences	Application/Interview
At least one year's experience of delivering and developing sustainable walking football sessions.	Application/Interview

Level 1 or above football coaching	Application/Interview/certificate
FA Safeguarding children	Application/Interview/certificate
FA Playmaker	Application/Interview/certificate
FA Introduction to first aid	Application/Interview/certificate
WORK RELATED CIRCUMSTANCES	ASSESSMENT METHOD
Self-motivated and enthusiastic.	Application/Interview
A proactive approach to the personal development of oneself and others	Application/Interview
Able to use own initiative within an agreed framework and work unsupervised.	Application/Interview
Able and willing to handle cash/payments and keep attendance records accurately	Application/Interview
Knowledge and ability to move equipment required for activity sessions safely.	Application/Interview
Willingness to maintain a professional appearance at all times	Application/Interview
Willingness to work alone in accordance with Age UK Bolton's Lone Working policy	Application/Interview