

Boxing Futures Ltd
Unit 12 Crusader Court
Yaxley
Peterborough
PE7 3PU

Job description and Person Specification:

Post: Sports and Wellbeing Coach

Hours: 37.5 hours per week

Salary: £25,000 - £27,000 per annum

Location: Peterborough, Cambridge, Stamford, Rutland and the surrounding areas.

Holiday: 25 days exclusive of bank holidays and statutory holidays

Responsible to: Operations Manager

Responsible for: The delivery of Boxing Futures programmes.

An enhanced DBS check will be required for this post as the post holder will have direct contact with vulnerable people.

BACKGROUND

Boxing Futures (charity number 1162986) registered as a charity in 2015. Originally directed to those in the youth justice system, the organisation has grown to support a wider number of cohorts who face challenging circumstances or require additional support.

Our focus is to improve the life chances of young people that experience poor mental wellbeing, inequality, loneliness, and social isolation. Through the delivery of programmes that utilise a combination of non-contact boxing and social emotional learning, we support them in developing their potential.

Boxing Futures has 3 broad aims:

1. To combat loneliness and build relationships amongst socially isolated individuals
2. To improve physical and mental health
3. To strengthen personal autonomy, resilience, and self-belief

Boxing Futures helps young people to build their confidence, self-esteem, and resilience, whilst also improving health and fitness. Our programmes are designed to engage young people in a personalised environment where they can be successful and develop their social, emotional, and physical wellbeing. Our programmes blend physical activity and therapeutic talk time.

As part of our team, we employ a Psychotherapist (BACP registered), in the role of Wellbeing Manager. Her role is to ensure all our programmes have a healthy balance between physical and mental development.

We believe in promoting the aspirations of our service users and in providing the opportunities for young people to gain their Bronze Boxercise Award, and our alumni service users have the chance to participate in the Duke of Edinburgh scheme.

SUMMARY OF JOB

This is a frontline delivery focused role with responsibilities for leading seamless programmes with positive outcomes for service users. The postholder will be responsible for delivering high quality physical and therapeutic programmes, that are engaging and impactful.

Programme Planning, Delivery and Review

- Liaise with Operation Manager to ensure that all pre and post programme requisites are met.
- Deliver high quality physical and therapeutic sessions that are well planned, passionately delivered and well reported on.
- Monitor the performance of programmes and provide regular data monitoring to Senior Management Team including attendance and engagement in the process.
- Hold responsibility for participant, staff and volunteer health and safety during delivery.
- Ensure that any concerns are reported in line with BF policies.
- Support participants in achieving positive outcomes during the programme and ensure that regular guidance and feedback is offered in an encouraging manner.
- Meet with participants and relevant key workers for a final review meeting prior to programme completion.
- Collate feedback data from participants and referral partners.

Programme Development

- Work with operations colleagues to identify where changes and improvements are required and how this can be realistically achieved.
- Work collaboratively with the Wellbeing Manager to ensure all programmes are tailored to the needs of the service users.

Managing Quality and Compliance

- Collect service user data and attendance information
- Report complaints or safeguarding concerns from clients and commissioners and other stakeholders in line with BF policies.

Monitor the Performance of Programme

- Gather regular feedback from colleagues and volunteers on the performance of programmes and feedback from clients, commissioners and other relevant stakeholders.

Administration

- Maintain and submit accurate records of programme delivery.
- Maintain up to date knowledge of administrative systems and procedures and standards for record keeping.
- Maintain up to date attendance records.
- Maintain programme reports at the end of each 12-week period.
- Ensure participant surveys are completed at the start and end of each programme and the data is captured on Boxing Futures systems.

Person Specification

Experience

- Minimum of 2 years' experience of working with young people.
- Minimum of 2 years' experience of delivering sports coaching programmes.
- Experience of working with a therapeutic approach in a school, college or youth organisation.
- A working knowledge of Safeguarding protocols.

Qualifications

- A Youth Work qualification or able to demonstrate equivalent experience and achievements.
- A Sports Coaching/Personal Trainer qualification at level 2 or above.

Skills

- Strong communicator with good interpersonal skills to engage and inspire service users and stakeholders alike.
- Ability to work independently, exercising own judgement and managing multiple priorities.
- Self-motivated and resilient.
- Creative and flexible.

General responsibilities

- Lead in the delivery of Boxing Futures programmes within the community, schools, colleges and other youth organisations.
- Provide outstanding physical and mental wellbeing sessions that are well planned, diligently delivered and thoroughly evaluated and reported on.
- Maintain accurate records of the service user's attendance and progress.
- Ensure the safeguarding of our service users is at the forefront of your work. Reporting any concerns in line with our safeguarding children policy.

- Participate in internal/external meetings as required and attend training events, conferences and functions as necessary.
- Participate in regular supervision and annual appraisal and help identify your own job related and development and training needs.
- Ensure that all BF policies and procedures are being adhered to.
- At all times undertake your work in a professional manner maintaining a high-quality standard of work, and to always work in accordance with the aims, values and ethos of BF.
- Undertake any other duties that are commensurate with the role.

This job description is a statement of requirements at the time of writing and is not contractual. It should not be seen as precluding future changes after appointment to this role.