

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: £26,228 - £28,000 per annum

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

Holiday: 25 days exclusive of bank holidays and statutory holidays

Pension: Pension scheme with a 3% employee contribution

Responsible to: Operations Manager

Responsible for: The delivery of Boxing Futures programmes.

BACKGROUND

Boxing Futures is a charity that 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.

We work with BACP registered Psychotherapists 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 opportunities for young people to gain their Bronze Boxercise Award. Our alumni service users also 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.

The successful candidate will work across multiple schools and community locations throughout Cambridge and the surrounding areas, delivering high-quality physical and therapeutic programmes in line with Boxing Futures' standards. As part of the wider delivery team, you will also be required to travel to Peterborough for training, supervision, and to support programme delivery when needed. Given the multi-site nature of the role, you must have access to your own car and hold a valid driving licence, ensuring you can travel reliably between sessions, partner organisations, and training locations.

Programme Planning, Delivery and Review

- Liaise with Chief Operating Officer 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 Psychotherapist 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 1 year experience of working with young people.
- Minimum of 1 year 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.

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

Please apply by sending your CV and a covering letter (maximum two sides of A4), which clearly explains your experience and suitability for the post, how you meet the person specification and what attracts you to the role – Please apply via Indeed, or email: recruitment@boxing-futures.org.uk

The deadline for applications is Friday 28th August.