



## **JOB DESCRIPTION**

**JOB TITLE:** City Lifestyles Coach (Healthy cooking programme)

**DEPARTMENT:** City in the Community Foundation

**REPORTS TO:** School Sports Officer

**LOCATION:** City@Home

**DATE:** October 2018

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### **Job purpose**

The purpose of this role is to deliver the City Lifestyles programme. This is funding by the Big Lottery and is a family nutrition and health programme. The focus of the programme is to improve the health of families in Manchester, through lessons including cooking healthy meals from scratch and taking part in physical activities. The role will involve delivering inclusive family sessions in schools and community settings.

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### **Key responsibilities**

Main responsibilities of the role include:

- To lead on the City Lifestyles programme
- To plan and deliver City Lifestyles sessions in a variety of community settings.
- To effectively and comprehensively quality assure their delivery, working alongside the project management team.
- To attend any internal/external training provided by CITC.
- To support the development of partnerships with CITC stakeholders and ensure positive relationships are developed and maintained.
- To support the delivery of CITC's Soccer Schools

### **General responsibilities**

- Compliance with Club policies
- Compliance with the Club's health and safety procedures
- Compliance with the Club's safeguarding policies



- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times

### **Safeguarding**

- This role involves working with children and/or vulnerable adults in a Regulated Activity (or in close proximity to children and/or vulnerable adults). This means that the post-holder is required to apply all relevant policies and uphold the Club's commitment to safeguarding vulnerable people.

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### **Key relationships**

- City in the Community Staff
- School Sport Manager
- School Sport Officer
- Partner Schools and parent/guardians attending sessions
- Big Lottery
- Relevant health organisations

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### **Scope of job**

The City Lifestyles Coach role is a front-line delivery role, interacting with participants in a school environment, teachers, wider staff and senior management teams in partner schools. The City Lifestyles Coach will be encouraged to learn on the job and become familiar with CITC processes and projects as well as becoming an integral part of a team. The coach should aim to develop their skills as much as possible attending any internal or external training that is provided.

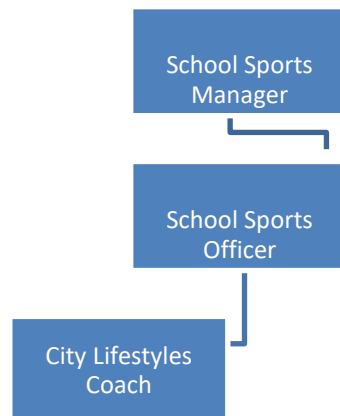
The majority of the role will be spent hosting City Lifestyles groups in local partner schools. During this time they will deliver family focused physical activity sessions, cooking lessons and education classes covering nutrition, physical activity and lifestyle advice. This will require strong communication, engagement and group facilitation skills. The successful candidates should be comfortable delivering health messages to complex groups. They will collect relevant participation per and post data to support the evaluation of City Lifestyles.

City Lifestyles coaches will also support the delivery of CITC's Soccer Schools out of term time.



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## Organisation chart





### Person Specification

**Job Title:**

**Department/Location:**

**Knowledge: the level and breadth of knowledge to do the job e.g. understanding of a defined system, method or procedure, legal or regulatory frameworks etc**

#### Essential

- Must be able to deliver inclusive and age appropriate coaching sessions
- Must be able to deliver inclusive and age appropriate sessions in a variety of health topics
- Experience of planning outstanding sessions and how to differentiate sessions to meet individuals needs
- A good understanding of healthy eating, nutrition and the health benefits of being physically active

#### Desirable

- Experience of using behaviour change techniques
- Knowledge of health issues in Manchester
- Previous experience of working with families in a health environment

**Technical/work-based skills: skills specific to the job e.g. language competence, typing skills, coaching skills etc**

#### Essential

- Cooking skills
- Professional verbal and written language style
- Competent on IT including all basic office programs
- Excellent communication and presentation skills

#### Desirable

- Coaching a variety of activities

**General skills and attributes: more general characteristics e.g. flexibility, communication skills, team working etc**

#### Essential

- Understanding of how to work safely with children and/or vulnerable adults and uphold generally accepted practice when working with those participants.
- Good communication skills including a variety of delivery styles as they will be expected to deliver in a variety of settings.
- Candidates should be adaptable as they will have to work with a variety of ages and abilities when delivering sessions. Sessions will therefore need to be adapted to meet the needs of the group.
- Candidates should have good organisation skills as they will be expected to manage their own schedule and pre-plan sessions. Time management, planning and reflective practice are all key elements of the role.
- Candidates will need to demonstrate the ability to work individually, with fellow CITC colleagues and other department within the club to ensure the highest standards

#### Desirable

- It would be desirable if the successful candidate had good presentation skills as sometimes they will be expected to deliver classroom sessions in primary schools and professional development events for teaching professionals and colleagues.
- Analytical skills would be desirable for reporting on projects and completing the monitoring and evaluation of sessions.

**Experience: proven record of experience in a particular field, profession or specialism. Any period of work required must be appropriate and not excessive.**



Essential

- The successful candidate will have experience of working with children and young people or various groups within the community. Experience of delivering in a school setting
- Experience of delivering health themed sessions
- Experience of working in and liaising with schools and families

Desirable

- Working with children and/or vulnerable adults
- Understanding of City in the Community and its projects

Qualifications: the level of educational, professional and/or occupational training required

Essential

- Post-holder must hold or obtain at the earliest opportunity the relevant safeguarding training (i.e. FA Safeguarding Children Workshop)
- Post-holder will be subject a DBS check at the appropriate level and cleared by the MCFC Safeguarding Officer
- Degree in nutrition, health, physical activity or health psychology
- FA level 1 football coaching qualification (or commitment to obtain this)

Desirable

- FA level 2 football coaching qualification
- Food safety qualification
- Allergen training