

Job Description

Lifestyle Coach

Service:	Community Outreach
Responsible to:	Community Outreach Coordinator
Salary range:	NJC spinal column points 7-11 (£26,403 - £28,142)
Normal hours of work:	7 hours per week (Friday), with the potential for the position to offer additional hours in line with growth of the service
Holiday entitlement:	28 working days (pro rata)
Principal place of work:	Predominately Salford, with flexibility to support other areas that the Company operates in.
Contract length:	For a fixed term expiring on 31 st July 2027 (with a possible extension dependent on funding)

Job summary – main purpose of the post:

To support disabled people, and those around them, to lead healthy, active lives through increasing access and opportunities to social, physical and exercise-based activity in mainstream environments. To do this through person-centred support, action planning and providing good connections into activities, opportunities and services available locally, bringing people together based on shared interests and compatibility.

Main duties:

1. Supporting individuals / organisations

- Develop and maintain good communication with people, and those supporting them, accessing the service to ensure that their strengths, goals and preferences as individuals are met.
- Connect people to relevant opportunities and services within their community to achieve their health and well-being related goals, and to encourage long-term independent participation.
- Support local groups, services and organisations to better meet the needs of disabled people in their communities to enable integration and inclusion of disabled people in mainstream provision.

2. Working relationships

- Develop positive working relationships with key stakeholders such as local social work teams, schools and colleges, parent and carer groups and local disabled people to raise awareness of the service offer and generate referrals.

<ul style="list-style-type: none"> • Develop and maintain effective working relationships with key relevant community-based service and activity providers to ensure effective and smooth onward referrals, including to other local voluntary, community and social enterprise organisations.
3. Building knowledge <ul style="list-style-type: none"> • Build up knowledge of what activities, opportunities and services are available in the local and wider community and assist with recording this both locally and centrally. • Identify local gaps in meeting a specific need and record this information via reports to be fed back to commissioners and providers.
4. Marketing <ul style="list-style-type: none"> • Support new referrals by raising awareness of the service through meetings, training, presentations, events and social media.
5. Monitoring and evaluation <ul style="list-style-type: none"> • Monitor and record key information regarding each individual's participation, including physical health and well-being scores, and ongoing activity participation rates. • Support and assist with the monitoring and evaluation of the service including producing relevant monitoring reports as well as collecting broader qualitative and outcome data from case studies, focus groups and interviews to understand how or why the delivery approach is impacting on people and the local community.
6. Team working and development <ul style="list-style-type: none"> • Manage own time and workload effectively, whilst also working as part of a team, particularly alongside our existing Lifestyle Coach in Trafford.
General work-related expectations – for all staff. <ol style="list-style-type: none"> 1. Work within the organisation's mission and values. 2. Contribute to organisational planning and development. 3. Work in accordance with all policies and procedures of the organisation. 4. Work in accordance with all relevant legislation. 5. Contribute to the organisation's marketing and publicity. 6. Undergo regular supervision and an annual appraisal. 7. Identify and do learning and development, as appropriate. 8. Undertake any other duties appropriate to the post, as required.

Person Specification

Lifestyle Coach

Requirements	Essential/ Desirable	Method of Assessment
1. Skills and competencies		
(a) Good verbal and interpersonal skills	E	E / I
(b) Ability to adapt communication skills to varying needs	E	A / E
(c) Able to support people to make their own decisions and take their own actions	E	A / E / I
(d) Able to offer guidance in a positive and constructive way	E	A / E / I
(e) Able to develop and maintain relationships with a range of partners, including local people, health and social care professionals and the voluntary, community and social enterprise sector	E	A / I
(f) Good levels of computer literacy including applied knowledge of Microsoft Office (Word, Excel and Outlook)	E	A
(g) Able to deliver verbal presentations and to participate in formal meetings with a variety of audiences and stakeholders	E	A / I
(h) Good co-ordination and organisational skills, including the ability to prioritise and plan own workload and manage multiple tasks	E	A / I
(i) Able to work as part of a team, as well as independently	E	A / I
2. Knowledge – type and depth		
(a) Good knowledge of activities, opportunities and services in Salford	D	A / E / I
(b) Understanding of the wider determinants of health and well-being	D	A
(c) Understanding of the benefits of a spectrum of activity and how to be creative in practical application	E	A / E
(d) Understanding of the social model of disability	D	A / I
(e) Understanding of the importance of confidentiality and the basics of data protection	E	A / I
3. Learning and development – type and depth		

Requirements	Essential/ Desirable	Method of Assessment
(a) Good record of personal development and learning	E	A / I
(b) Willingness to learn and undertake training	E	A / I
4. Experience – <i>quality and relevance</i>		
(a) Experience of working with community organisations and groups	E	A / I
(b) Experience of working effectively with people who may be in difficult or emotional personal situations	E	A / I
(c) Experience of adapting generic processes, practices and communication	E	A / E
(d) Experience of responding to challenging situations in a respectful, person-centred, and measured way, with an understanding of how communication, sensory processing, and access needs may impact behaviour.	E	A / E
(e) Experience of the positive benefits of making lifestyle changes (either your own or supporting other people)	E	A / I
(f) Experience of performing physical health checks	D	A / E
5. Personal qualities and circumstances – <i>essential and directly relevant to post</i>		
(a) Commitment to diversity, customer excellence and equal opportunities in service delivery	E	A / I
(b) Able to work flexibly – including unsocial hours on occasion (such as evenings and weekends)	E	A
(c) Self-motivating, creative and energetic attitude to fulfilling a professional role	E	E / I
(d) Willing and able to travel easily around Salford and surrounding areas	E	A
(e) Willing to have a Disclosure and Barring Service (DBS) disclosure	E	A

A = application form
 E = exercise
 I = interview
 T = test