

Job Description

Lifestyle Coach

Service:	Community Outreach
Responsible to:	Community Outreach Coordinator
Salary range:	£27,300 + 5% pension contribution, health cash plan, life assurance and other benefits
Normal hours of work:	35 hours per week Core delivery hours are Monday to Friday 9am – 4.30pm
Holiday entitlement:	28 working days + 1 wellbeing day
Principal place of work:	Predominately Salford, with flexibility to support other areas that the company operates in.
Contract length:	Permanent (satisfactory to a six-month probationary review)

Job summary – main purpose of the post:

To support disabled adults in Salford to live healthier, happier and more connected lives through access to meaningful community-based activities and opportunities.

The Lifestyle Coach will provide person-centred support to small groups and individuals to access activities such as gym sessions, exercise classes, swimming, walking groups, cycling, arts & crafts and social opportunities within community settings across Salford.

The role focuses on building confidence, promoting independence, improving wellbeing and supporting people to sustain participation in activities that matter to them.

This is not a building-based support role. Staff support people within their local communities, using existing venues, facilities and activities.

Main duties:**1. Supporting individuals / organisations**

- Support disabled adults to access and participate in community-based wellbeing activities
- Build positive, trusting and respectful relationships with people using the service
- Support people with varying communication needs, including people with learning disabilities and people who are neurodivergent
- Adapt communication approaches to meet individual needs
- Promote independence, confidence and choice
- Support people to build friendships and social connections
- Encourage and motivate people to try new activities and sustain participation over time
- Support people safely during activities including exercise classes, swimming, walking groups and use of public transport
- Support people experiencing distress, anxiety, emotional dysregulation or behaviours that challenge in a calm, safe and professional manner

2. Group Support & Community Activities

- Confidently support small groups with mixed needs, abilities and communication styles
- Plan and adapt activities based on group needs and changing circumstances
- Respond flexibly when activities, venues or plans change at short notice
- Ensure activities are inclusive, safe and enjoyable
- Support positive group dynamics and peer relationships

3. Partnership & community working

- Develop positive relationships with local venues, activity providers and community organisations
- Maintain good working relationships with Adult Social Care teams and other professionals
- Develop knowledge of accessible activities, services and opportunities across Salford and wider areas. Support with recording this locally and centrally.
- Promote the service within local communities and professional networks

4. Marketing

Support new referrals by raising awareness of the service through meetings, training, presentations, events and social media

5. Monitoring and evaluation

- Maintain accurate, timely and professional records regarding each individual's participation, including physical health and well-being scores, progress towards goals 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.
- Follow safeguarding, confidentiality and data protection procedures at all times.

5. Team working and development

- Manage own time and workload effectively, whilst also working as part of a team, particularly alongside our existing Lifestyle Coaches.
- Share information effectively to ensure safe and consistent support.
- Contribute positively to team meetings, planning and service development.
- Work flexibly to meet the changing needs of the service.

General work-related expectations – for all staff.

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 experience		
(a) Personal or professional experience supporting disabled adults, particularly people with learning disabilities and / or neurodivergence	E	E / I
(b) Ability to communicate in a range of accessible ways	E	E / I
(c) Confidence supporting people who may experience distress and behaviours that challenge	E	E / I
(d) Ability to support small groups with varying support needs	E	E / I
(e) Ability to remain calm, confident and professional in challenging situations	E	E / I
(f) Good problem solving skills and ability to use initiative	E	E / I
(g) Ability to work independently and as part of a team		
(h) Ability and willingness to actively participate in activities including exercise sessions, walking, swimming and using public transport	E	E / I
(i) Good written and verbal communication skills	E	E / I
(j) Good interpersonal and relationship building skills	E	A / E
(k) Able to support people to make their own decisions and take their own actions	E	A / E
(l) Able to offer guidance in a positive and constructive way	E	A / E
(m) Good understanding of the risk assessment process including how to create, update and monitor	E	A / E
(n) Understanding of safeguarding responsibilities	E	A / E
(o) 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

Requirements	Essential/ Desirable	Method of Assessment
(p) Good levels of computer literacy including applied knowledge of Microsoft Office (Word, Excel and Outlook)	E	A
(q) Able to deliver verbal presentations and to participate in formal meetings with a variety of audiences and stakeholders	E	A / I
(r) Good co-ordination and organisational skills, including the ability to prioritise and plan own workload and manage multiple tasks	E	A / I
(s) Able to work as part of a team, as well as independently	E	A / I
(t) Knowledge of local activities, venues and community opportunities in Salford	D	A / I
2. Knowledge – type and depth		
(a) Understanding of person-centred support	E	A / I
(b) Understanding of different communication needs	E	A / I
(c) Understanding of the needs of people with Learning Disabilities, Autism, ADHD and other neuro divergent conditions	E	A / I
(d) Good knowledge of activities, opportunities and services in Salford	D	A / E / I
(e) Awareness of professional boundaries	E	A / I
(f) Understanding of the wider determinants of health and well-being	D	A
(g) Understanding of the benefits of a spectrum of activity and how to be creative in practical application	E	A / E
(h) Understanding of the social model of disability	D	A / I
(i) Understanding of Adult Social Care pathways and the Care Act 2014	D	A / I
(j) Knowledge of behaviour support approaches	D	A / I
(k) Understanding of the importance of confidentiality and the basics of data protection	E	A / I
(l) Full driving licence and access to a vehicle for work use	E	A / I
3. Learning and development – type and depth		
(a) Good record of personal development and learning	E	A / I

Requirements	Essential/ Desirable	Method of Assessment
(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