



Notts County Foundation (NCF) is the independent charitable arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of physical activity to improve the health and wellbeing of our local communities.

Our wide range of programmes cover sport, health, inclusion and education – transforming the future outlook for many and leading to positive change within people’s day-to-day lives. We are also proud to operate the Portland Centre in the Meadows as our community hub and the facility is very much the heartbeat of the Foundation.

We take pride in our long-standing affiliation with Notts County FC – a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is:

We use the power of physical activity to improve the health and wellbeing of local communities. The mission is underpinned by Notts County Foundation’s **FIVE** core Values:

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

- Sport and Inclusion • Education • The Portland Centre • Health • NCS



**Notts County
Foundation**
Inspiring active change

Meadow Lane, Nottingham, NG2 3HJ
nottscountyfoundation.org.uk

Company Registration: 4320737 | Charity Registration: 1091927

Job Description

Job Title:	Health Coach
Responsible to:	Health Manager /Deputy Manager
Responsible for:	N/A
Location:	The Portland Centre
Salary:	Full-time: £23,000 - £27,000 Part-time: pro-rata
Document Created (month & Year)	January 2025

Overview of the role

The primary focus of the Health Coach (HC) is to provide day to day support for and delivery of health and wellbeing programmes across Notts County Foundation including (but not limited to) On The Ball (wellbeing programme), CARE (Cancer and Rehabilitation Exercise) Programme, adult weight management Goals4Life (CYP wellbeing programme), and any other physical activity, sports, exercise or wellbeing related programmes. The HC will help people manage and improve their physical and mental health and wellbeing, recover and achieve their personal goals, build relationships, and connect with their local community, through the empowerment of sport physical activity and exercise

Included in this will be the monitoring and evaluating of participation, individual target achievement and broader programme Key Performance Indicators. The HC will assist in the collection, recording, and storage of participant data, using such information to contribute to project reports as required.

The HC will also be required to liaise with representatives from Clinical, Health, Social Care, and the Voluntary Sector connecting with medical professionals, stakeholders, and participants with appropriate services and elevating the work of Notts County Foundation.



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Key Accountabilities & Responsibilities:

Act as a lead instructor on NCF's health programmes working the health team delivering appropriate and challenging physical activity, sports and exercise sessions to a range of participants (including young people, adults, and those living with or at risk of long-term health conditions) across Nottingham city and county.

Deliver a high-quality service in all aspects of programme delivery including inductions, practical sessions, review meetings, and outreach sessions.

Ensure that accurate participation is monitored, and all monitoring and evaluation requirements are recorded and reported in a timely manner to relevant colleagues and partner organisations this includes statistics, measurements, and questionnaire feedback.

Have a solid understanding of current national health issues and trends, translating their impact at a local level.

Build effective professional relationships with a wide range of internal and external customers and stakeholders on behalf of the NCF.

Contribute to the set targets of participation, retention, and potential service user acquisition figures, working with the Health Manager and Deputy Health Manager, to ensure achievement of service uptake to plan.

Work with the Health Manager and Deputy Health Manager to identify opportunities for improvement of NCF's health programmes and design of effective sessions based upon the needs of service users, academic research, and local insight.

Strategic

Develop effective partnerships with National and local organisations that focus on health inequalities.

Be a part of producing reports, presentations, and information as requested by the Health Manager, Senior Management or external partners to report against performance targets.

Work with all Managers and Senior Management to ensure that strategic objectives are met in relation health targets.

Attend all relevant meetings, training events etc. as part of personal and business growth.

Liaise with other relevant departments within NCF, NCFC and across the county to ensure the effective internal and external promotion and communication of programmes and activities. Supporting the delivery of projects and activities of other departments within both organisations.





General Duties

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To always follow Notts County Foundation policies and procedures including Health and Safety, Equal Opportunities and Confidentiality
- To always act as an ambassador for NCFC and NCF.
- To undertake any other duties that may be required as deemed appropriate

Equality, Diversity, and Inclusion

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.

Safeguarding Statement

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts County Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



Personal Specification

Category	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Level 2 Gym, Personal Trainer and/ or Group Exercise Qualifications, as appropriate • Level 2 Coaching Qualification from a recognised National Governing Body • First aid qualification (1-day or 3-day qualification) 	<ul style="list-style-type: none"> • Level 3 National Extended Diploma in Sport, Fitness and Personal Training (or equivalent) • Level 3 Exercise Referral • Level 4 Specialist Populations Exercise Qualifications, as appropriate
Experience / Knowledge	<ul style="list-style-type: none"> • Knowledge of health and safety legislation relevant to a fitness gym, the users and equipment • Working knowledge of collating data for monitoring and evaluation • Experience in fitness instruction and/ or sports coaching with young people and/or adults • Working knowledge of Microsoft Office, Excel, and databases 	<ul style="list-style-type: none"> • Understanding of local priority areas regarding health and wellbeing • Working knowledge of Views
Personal Qualities/ Attributes	<ul style="list-style-type: none"> • Strong interpersonal skills with the ability and confidence to develop effective working relationships with a wide range of customers, organisations, and partners • Good organisation, planning and time management skills • Excellent communication skills, verbal and written • Good understanding of the needs of people with health needs • Able to behave ethically and professionally and achieve high levels of performance in self and others • A passion to strive for continual improvement and a commitment to delivering a quality service • Able to enable innovation and change through the involvement of others 	
Special Conditions	<ul style="list-style-type: none"> • Has access to own car • Willingness to travel for business reasons • Work outside normal office hours, including weekends, when required • The successful candidate will be required to undergo an enhanced DBS check 	

