

**Northumberland County Council
JOB DESCRIPTION**

Post Title: Activity Leadership L2 apprentice	Director/Service/Sector ; Public Health, Stronger Communities & Inequalities / Safe & Resilient Communities / Sports Development		Office Use
Band: Apprentice)	Workplace: Newbiggin Sports & Community Hub		
Responsible to: Senior Community Sports Officer	Date: July 2026	Manager Level:	
Job Purpose: The aim of this post is to support the delivery of community sports programmes in southeast & central Northumberland (including Ashington, Newbiggin, Choppington, Cramlington, Blyth & Bedlington) to help more people to become active and stay active. The programme includes weekly and holiday programmes for all ages in a range of sports and activities.			
Resources	Staff	none	
	Finance	none	
	Physical	Shared responsibility for the careful use of sports equipment. Customer data & information	
	Clients	Duties have a direct impact upon the health and safety of customers - members of the public, adults and children, students of school age and teachers.	
Duties and key result areas: 1. Plan, support and when competent lead sessions, competitions and festivals 2. Fulfil your 'Duty of Care' including supervision of children attending sessions by ensuring you adhere to all appropriate policies, procedures and Health & Safety regulations. 3. Support, plan and deliver sessions which include or are tailored to the specific needs and motivations of under-represented groups e.g. disabled children and adults 4. Create great relationships with coaches and volunteers working alongside. 5. Manage and foster positive on-site relations with host venue representatives including at schools, leisure centres and local voluntary sector venues 6. Ensure consistent progression of participants attending courses, assessing for awards and signposting opportunities to sustain participation. 7. Provide regular feedback to participants. 8. Keep accurate registers of attendances and receipt of any session fees, if required 9. Maintain clean and tidy facilities. 10. Move, set up and check that all sports equipment is in a safe condition. Report any faults. 11. Fulfil 'Emergency Action Plan' obligations. 12. Administer first aid as and when required. 13. Maintain a valid coaching qualification and follow an appropriate CPD programme. 14. Undertake any other duties, as may be reasonably required. 15. Ensure health and safety of customers at all times and provide first aid duties as required.<			

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PERSON SPECIFICATION**

Post Title: Activity Leadership L2 apprentice		Director/Service/Sector: HR - Corporate services	Ref:
Essential	Desirable		Assess by
Knowledge and Qualifications			
Knowledge of range of sports Knowledge of all appropriate Health & Safety regulations for sport coaching. Knowledge of safeguarding policies, procedures and good practice Clear understanding of RFU guidelines	Level 1 or level 2 coaching qualification in any sport First Aid qualification Safeguarding workshop certificate Knowledge of coaching progressions	Application form (a) Interview (i) Certificates. References (r)	
Experience			
Experience of being in a community sporting environment.	Ability to coach adults and juniors. Ability to coach range of abilities including beginners, Understanding barriers to sport that some people face. Delivery of services to disabled children and adults.	Application form (a) Interview (i) References (r)	
Skills and competencies			
Excellent motivational skills. Excellent teamwork and communication skills. Excellent training and motivational skills Ability to exchange varied information both verbally and using email and other electronic communication methods with a range of audiences. Ability to plan own workload over several months.	Competent with IT Ability to support volunteers.	Application form (a) Interview (i) References (r)	
Physical, mental and emotional demands			
Friendly & courteous. Ability to connect with and inspire confidence in customers. Ability to work with vulnerable groups and individuals and adapt delivery. Responsible, enthusiastic & decisive. Smart appearance. Self-motivated, with an ability to work effectively without supervision. Fit enough to cope with high levels of physical activity across several sporting areas. Ability to cope with medium periods of attention and pressure from deadlines and conflicting demands.		Application form (a) Interview (i) References (r)	
Other			
Satisfactory DBS check. Flexible approach to working hours. A willingness to learn and commitment to continuous development. Commitment to and ability to promote equality of opportunity.	A commitment to 'healthy living'	Application form (a) Interview (i) References (r)	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (presentation, (o) others e.g., case studies/visits.