

# LINCOLN COLLEGE GROUP

# JOB DESCRIPTION

## JOB TITLE & NUMBER

CS1241P: Sports & Wellbeing Facilitator – Project You

## SALARY

£25,995 pro rata per annum

## GRADE

CSS Scale 4

## HOURS

37.5 HPW  
Term-Time Only – 38 WPY

## REPORTING TO

Project You Co-ordinator

## DEPARTMENT

Student Services

## LOCATION

Lincoln

BE READY...

## Job Purpose:

To support Project You across Lincoln College, to enhance the health and wellbeing provision of our learners ensuring awareness throughout the workplace, emails, and other college media platforms. Develop and deliver consistent and effective timetabled, and non-timetabled sporting activity, and wellbeing sessions to enhance the learner experience for all learners 16-18/19+.

Conduct, and develop social action projects, and encourage learners to become active participants within the college community. To act as an ambassador for the provision and college in promoting, and developing relationships with stakeholders, and external partners.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To provide engaging and innovative content for learners and staff via multiple channels. Use motivational dialogue to engage the learner and staff in the learning process. Lead on the Workplace posts to advertise activities and promote events.
2. To deliver workshops on themes including Health and Wellbeing, Equality and Diversity, British Values, Safeguarding, and Mental Health as outlined by the Project You Coordinator.
3. To advocate on behalf of learners so their needs are identified and met where possible. To ensure learners are referred to other specialist staff within Student Services and Careers to best support learner needs.
4. To maintain the Project You Hub and support learners within this area and at other sites when required.
5. Develop and deliver effective and consistent support sessions in accordance with cross-college needs for learners within an FE Setting.
6. To support the delivery of the CPD coaching and employability framework that develops students' core competencies to improve the skills needed for employability by enhancing their opportunities for encounters with employers.
7. To communicate effectively with academic, vocational and support staff and progress coaches in regard to the learners engaging with Project You.
8. Liaise with Progress Coaches and support discipline where necessary.
9. Ensure appropriate application of the Learner Conduct Policy and Process.
10. To contribute towards the development of an inclusive learning environment.
11. To challenge behaviours which can be seen to cause distress to others or disruption.
12. To support students with sexual health issues to include Chlamydia screening, issuing c-cards, and condoms.
13. To collect and collate data and produce statistics and reports relating to the service provided.
14. To engage in ethical and effective practise with young people by:
  - Ensuring provision delivery is aligned with best practice
  - Implementation of practise in line with data protection policies
  - Promoting a culture of health and safety
  - Maintenance of professional boundaries with young people
15. Actively promoting equal opportunity in practise and challenging of discrimination.
16. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
17. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
18. To maintain quality standards, appropriate to the post.
19. To conform with the Health and Safety requirements relevant to the post.
20. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

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## PERSON SPECIFICATION

	Knowledge	PSM
1	Professional Vocational Qualification in Youth Work or equivalent.	A/I
2	5 GCSE's Grade C/4 or above including Maths and English.	A/I
3	Information, Advice and Guidance qualifications Level 3 – 6 or some form of sporting coaching qualification.	A/I

	Skills/Abilities – Interpersonal	PSM
4	Ability to contact, engage and motivate young people with a wide range of abilities.	A/I
5	Able to communicate well with individual young people and groups of young people with a wide range of abilities.	A/I
6	The ability to successfully implement creative and innovative programmes for young people.	A/I
7	Able to work on own initiative.	A/I
8	Ability to write and record appropriate information and input into the learners ILP's.	A/I

	Experience	PSM
9	Recent experience of working with 16-18-year-olds in a youth work or advisory capacity.	A/I
10	Recent experience of working with young people with a range of additional needs including mental health.	A/I
11	Recent experience in delivering workshops.	A/I
12	Recent experience of working effectively as part of a team.	A/I
13	Supervisory experience.	A/I

	Work Related Circumstances	PSM
14	Ability and willingness to undertake relevant professional development to maintain up-to-date knowledge of legislation and best practice.	A/I
15	Ability and willingness to work flexibly – on occasions outside normal working hours, and travel across all college sites when necessary.	A/I

	Skills/Abilities - Other	PSM
16	Appropriate levels of IT skills to undertake relevant duties (Word/PowerPoint).	A/I
17	Full clean drivers' licence, daily access to a vehicle, and the willingness to drive to other college sites.	A/I
18	Knowledge of equal opportunities, mental health issues and support networks for post 16 students and adults.	A/I
19	Demonstrates working knowledge and clear commitment to safeguarding, and promoting the welfare of children and young people.	A/I
20	Ability to actively promote equality, diversity and inclusion across all aspects of the role.	A/I

<b>Prepared By:</b>	Sam Rees – Head of Student Services
<b>Date:</b>	June 2026

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

# VISION 2030

## LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;  
SHAPE FUTURES;  
SERVE OUR COMMUNITIES.**

### OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

#### COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

#### ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

#### RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

#### EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

### OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

