

LINCOLN COLLEGE GROUP

JOB DESCRIPTION

JOB TITLE & NUMBER

CS1421P: Sports & Wellbeing Facilitator - Project You

SALARY

£25,995 pro rata per annum

GRADE

CSS Scale 4

HOURS

37.5 hours per week, Term
Time Only, 38 weeks per year

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. To provide sports coaching sessions and represent Project You teams at local, regional and national tournaments.
9. To promote and facilitate a variety of sports clubs and encourage participation from all curriculum areas of the college.
10. Ensure appropriate application of the Learner Conduct Policy and Process.
11. To contribute towards the development of an inclusive learning environment.
12. To challenge behaviours which can be seen to cause distress to others or disruption.
13. To support students with sexual health issues to include Chlamydia screening, issuing c-cards and condoms.
14. To collect and collate data and produce statistics and reports relating to the service provided.
15. To engage in ethical and effective practise with young people by:
 - Ensuring provision delivery is aligned with best practise
 - Implementation of practise in line with data protection policies
 - Promoting a culture of health and safety
 - Maintenance of professional boundaries with young people
 - 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.

PERSON SPECIFICATION

	Knowledge	PSM
1	Professional Vocational Qualification in Youth Work or equivalent	A/I
2	Five GCSE's Grade 4(C) or above including Maths and English	A/I
3	Level 3 Award in Education and Training or a recognised sports coaching qualification	A/I

	Skills/Abilities – Interpersonal	PSM
4	Ability to engage, motivate and build positive relationships with young people with a wide range of abilities	A/I
5	Excellent communication skills, with the ability to work effectively with individual young people and groups with a wide range of abilities.	A/I
6	Ability to develop and deliver creative and innovative programmes for young people.	A/I
7	Ability to work independently and use own initiative.	A/I
8	Ability to accurately record information and maintain learners' Individual Learning Plans (ILPs).	A/I

	Experience	PSM
9	Recent experience of working with 16–18-year-olds in a youth work, pastoral or advisory capacity.	A/I
10	Recent experience of working with young people with a range of additional needs, including mental health needs.	A/I
11	Recent experience of planning and delivering workshops.	A/I
12	Recent experience of working effectively as part of a team.	A/I
13	Experience of coaching sports or leading clubs and physical activities.	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 including occasional work outside normal working hours, and to travel between college sites when required	A/I

	Skills/Abilities - Other	PSM
16	Demonstrates a clear commitment to safeguarding and promoting the welfare of children and young people.	A/I
17	Knowledge of equality, diversity and inclusion, mental health issues, and support networks for post-16 students and adults	A/I
18	Competent IT skills, including Microsoft Word and PowerPoint, to undertake the duties of the role	A/I
19	Ability to actively promote equality, diversity and inclusion across all aspects of Sports and Wellbeing Facilitator	A/I

Prepared By:	Sam Rees – Head of Student Services
Date:	July 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:

