



**Sports Coach Apprenticeship  
Level 4 - school based coach  
18-month apprenticeship**

**APPLICATION PACK**

Thank you so much for your interest in joining Sportily as **Level 4 Sports Coach Apprentice on the 18 month Schools Coach pathway**. This information pack provides information about the apprenticeship and the training you'll receive, plus some further background to Sportily.

We're looking for one or more Level 4 Sports Coach Apprentices who are confident sports or dance enthusiasts eager to develop a long-term career working in the sports coaching industry or who are looking to take their current coaching knowledge to the next level.

**For 2024, we are especially seeking applications from aspiring female sports coaches and females who would be interested in exploring opportunities within the sports coaching sector, as we focus on supporting young females to participate in sport and physical activity ([Sport England research](#)).**

**This apprenticeship is for anyone who is passionate about sports coaching in a school based context and who already has a level 2 (GCSE Level) qualification in any subject.** If you don't already have a level 2, please get in touch discuss how we can help you obtain this before joining us as an Level 4 Sports Coach apprentice.

## Introducing Sportily

Fluff it. Duff it. Score it. Smash it. Whatever you do, just give it a go. That's our motto for sport and for life. We're for jumping right in and going on new adventures together, as a team. We are a place for everyone to try different sports, make new friends and explore what life is all about. So we do all sorts of sports and activities, some you'll know, some you might not (heard of Kabaddi?), we hang out, we chat, we eat and we discover new things. What matters is we have a laugh while doing it.

We believe that being more active, like the Christian faith, can change your life forever. And so we're here to get everyone moving and show that things are a lot more fun when we're kicking, diving, riding, rolling, running and jumping around together.

We're passionate about building a network of fun-loving sport and Christian faith groups where everyone is invited to try different sports, make new friends and explore what life is all about.

### Will you join our team?

**If you have questions about Sportily or undertaking an apprenticeship with us, what it might look like, what you'll get out of it and how it might set you up for future employment, please contact us as we'd love to have this conversation with you.**

Sportily believes in the transformative 'power of sport' and active lifestyles and recognises that sport and physical activity are a positive way to build integrated communities and help address societal issues such as poor health and wellbeing, social isolation and loneliness delivering holistically healthier futures for all, whilst also providing opportunities for exploring the Christian faith.

Sportily uses the word 'sport' to encompass all forms of physical activity, which aim at expressing or improving physical fitness, mental wellbeing and the formation of social relationships.

The charity is ecumenical and run in partnership with the Church of England in the region,

providing opportunities open to all – **“Run by Christians, Open to all”**. You do not need to be a Christian or a member of a Church of England church to work with us, but you do need to be sympathetic to the Christian values and ethos of the organisation.

Our network of Sportily Sport and Faith Coaches and Leaders lead sports clubs, residential camps, coach a variety of sport teams and providing high quality PE lessons, through partnerships with primary and secondary schools. We play sports and invite people to talk about life and explore the Christian faith if they choose to do so.



We are striving to see:

- Children and young people’s lives, and their communities transformed through sport and physical activity;
- Leadership gifts and vocational calling identified, nurtured and invested in;
- People of all ages, invited to explore and encounter the Christian faith;
- New expressions of church established, for the younger generations, with sport and physical activity at their core.

Within this Sportily is committed to providing the best quality sports coaching and education, with fun and joy being at the heart of all the sessions. ‘We bring the energy that gets you moving’

**Sportily is committed to increasing the diversity of participation in sport and physical activity and recruiting and developing a team that reflects the communities we serve.**

**We welcome applications from all sections of the community and particularly encourage applications from women and people from UK Minority Ethnic backgrounds who are currently under-represented in the organisation.**

## Introducing the apprenticeship

This is an exciting opportunity for someone who has a passion for engaging with children, young people and families through sport and physical activities and who is excited by our vision and what we do.

You’ll learn how to coach to the highest standards working with children and young people, where you can use your skills to build your career and make a tangible difference.

We are seeking one or more **Level 4 Sports Coach Apprentices** who are confident sports or dance enthusiasts eager to develop a long-term career working in the sports coaching industry or who are looking to take their current coaching knowledge to the next level.

Through training and mentoring, you will advance your skills and experience, learning school curriculum expectations and requirements, gaining the knowledge to teach and coach to exceptional standards. You’ll also take this knowledge beyond the ‘classroom’ and get involved in community based sports coaching activities – helping people to have fun whilst getting active in a wide range of ways.

These roles requires someone already has a level 2 (GCSE) qualification, who is focused and committed to learning and developing their skills, knowledge and experience.

If you don't already have a level 2, please get in touch discuss how we can help you obtain this before joining us as an Level 4 Sports Coach apprentice ([info about level 2 Coaching](#) [Multi-Skills Development in Sport here](#))

## What you'll do

You'll work alongside our experienced team of coaches, leaders, volunteers and young leaders to deliver a wide range of exciting sports based activities, remembering that we use the word 'sport' to encompass all forms of physical activity, which aim at expressing or improving physical fitness, mental wellbeing and the formation of social relationships.

Your week could include everything from breakfast clubs to holiday camps, afterschool clubs, PE/RE lessons, youth sports clubs, residential trips, adventure activities, themed school sports days, dance groups, skate groups, group fitness classes, school gym training sessions and community fun sports days.

At Sportily we specialise in inviting children and young people to give it a go, so we use all kinds of 'sports' to get people moving; Handball, Korfbal, Tchoukball, BoingKids, Spikeball, Urban Orienteering, Lyrical Dance, Archery and Bushcraft!

We'll design a weekly programme with you which gives you the widest possible range of opportunities to not only complete your apprenticeship, but also to develop a real breadth of skills and experience.

Due to our work taking place in locations across Gloucestershire, access to a car could be beneficial (mileage reimbursed). However this isn't essential and all options can be discussed with you at interview.

## What you'll be like

You'll be someone who brings the energy that gets people moving and approach everything you do with a fantastic sense of fun.

You'll work hard, but thrive off seeing children and young people enjoying being active, learning new skills, making friends and feeling able to safely talk about life. You'll be passionate, creative, and ambitious, ready to nurture children and young people to live healthy and active lifestyles.

We are looking for someone who loves to use sport to connect with people and is keen to learn the skills needed to be an excellent sports coach working in a school environment, but also out in the wider community too.

Through our young leaders development programme we have a pathway run by female coaches that specifically invests in female sports leaders. **If you have an interest in helping young females to grow in confidence as sports leaders amongst their peers, then we'd especially love you to apply and to be a part of helping to deliver that pathway.**

➤ [Application Pack](#)



## What you'll get out of it

We are proud to provide excellent opportunities for everyone who serves with us as employees and volunteers, investing in training and development and doing all that we can to ensure everyone in our team is able to use fully utilise their gifts, skills and potential.

Through this apprenticeship we offer you a structured programme of training focused on your individual development needs.

We'll pay you a Sportily apprenticeship wage which is higher than the [national minimum wage](#) for apprentices for the first 12 months and after 12 months we'll pay you the [Real Living Wage](#). We'll pay you for the hours you work and the hours you spend training!

You'll receive regular training from our main training provider First Step Training ([info here](#)). 20% of your time is spent engaging in training opportunities. Through this you'll learn all the key skills needed to pass your apprenticeship assessment and achieve your industry recognised level 4 certification. Full information about the apprenticeship and the skills you'll learn can be found [here](#).

We'll also provide you with Safeguarding, Health and Safety, First Aid, Equality Diversity and Inclusion, Food Hygiene and Data Protection training as part of our core on the job training offer.

In addition to this we run an ongoing programme of CPD which includes accredited sports training options. If there's a specific training course or further learning you'd like to undertake during the apprenticeship, we're always keen to support you in accessing these.

You'll also have the opportunity to shadow, observe and learn from our experienced team of Sports Coaches and engage in reflective practice sessions.

Above all else, **you'll gain a valuable portfolio of qualifications, invaluable real job experience, open up excellent career opportunities and make a real difference in the lives of children and young people as a supported and valued member of Team Sportily.**

## What next

We know that this information pack and the process of completing an application form may seem daunting and scary. Perhaps you're thinking that this all sounds amazing, but you're still a little confused about what this could look like for you and whether or not it's the right step for you to take.

[If that's you, please get in touch](#) for an informal chat about it, or apply anyway. Tell us what your strengths and passions are and why you'd love to do an apprenticeship and let's explore together if this is the right fit for you. [We really would love to hear from you, you've got nothing to lose from getting in touch for a chat.](#)

You could also read about our current apprentices [here](#).

➤ [Application Pack](#)



We love to work with a support a cohort of apprentices throughout the year, so you'll not be alone in your apprenticeship journey. Start dates can be September, but can also be at any time throughout the year.

To apply, please first send a short description of yourself and why you'd like to be a Sports Coach apprentice to [joinus@sportily.org.uk](mailto:joinus@sportily.org.uk). From there we'll get in touch with you to discuss next steps.

## Key information

<b>Job title</b>	Sport Coach Apprentice
<b>Salary</b>	£12,870 /year (paid monthly) for the first 12 months - 37.5hrs per week at £7.00/hr, enhanced from the £6.40 national wage for apprentices ( <a href="#">info here</a> ). (30hrs on the job and 7.5hrs engaging in training)  Salary rising to the Real Living Wage (currently £12.00) after 12 months.
<b>Pension</b>	12% employer and 2% employee contributions, with an additional 3% employer contribution available to match up to the first 3% of additional employee contributions. Option to 'opt-out' should you wish to.
<b>Annual leave</b>	30 days per year plus Bank / Public holidays (pro rata)
<b>Working arrangements</b>	Weekly programme to be agreed with your line manager. To include work at Sportily locations across Gloucestershire.  Travel and other expenses reimbursed. IT equipment provided.

If this apprenticeship and our vision is something that excites you and you believe that you have the motivation required, we would very much like to hear from you and we look forward to receiving your completed application form. Please submit your application by email to [joinus@sportily.org.uk](mailto:joinus@sportily.org.uk).

If you would like to arrange an informal conversation with me about Sportily and the various elements of this role, please email [richard.witham@sportily.org.uk](mailto:richard.witham@sportily.org.uk) and I would be delighted to arrange a time for us to speak.



**Richard Witham**

Head of Sport and Faith





## Job Description and Person Specification

<b>Job Title</b>	<b>Sport Coach <u>Apprentice</u></b> (Level 4 apprenticeship)
<b>Line Manager</b>	Sport and Faith Leader
<b>Key Relationships</b>	Sport and Faith Team volunteers in Sportily locations Sportily Leadership and Sport and Faith teams Local schools and charity/community partners First Step Training
<b>Responsible for</b>	
<b>Requirements</b>	This post is subject to an Enhanced Disclosure and Barring Service (DBS) Check. Sportily will appoint under the Church of England safer recruitment national framework.
<b>Date of issue</b>	April 2024

### Context for this role

As Sportily, we are creating a network of fun-loving sport and activity groups, where all children, young people, and their families can try different sports, make new friends and encounter the Christian faith with others.

*Some evening and weekend working will be required to fulfil this role, however working timetables will be developed in dialogue with you, balanced across the team, with flexibility considered wherever possible.*

*Sportily is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders and volunteers are expected to share this commitment, to work within the policy and procedures of the relevant safeguarding policy and are required to attend all relevant safeguarding training. This post is subject to a satisfactory Enhanced Disclosure and Barring check. Appointment will be made under CofE safer recruitment framework.*



### Purpose of this role

To work with other members of our Sport and Faith Team to deliver high quality sport and physical activity based sessions in community, school and outdoor activity settings.

Working under the direction of the Sport and Faith Leader in each location, to support the plans in that location that see:

- Children and young people's lives, and their communities transformed through sport and physical activity;
- Leadership gifts and vocational calling identified, nurtured invested in;
- People of all ages, invited to explore and encounter the Christian faith;
- New forms of church established, for the younger generations, with sport and physical activity at their core.

Undertaking training and development opportunities as agreed with the line manager.

### Location and Dimensions

Working at locations across our Gloucestershire network, with an appropriate base identified with your Line Manager.

Weekly working timetable to be agreed in advance with your Line Manager.

Access to a car is helpful and mileage for work purposes will be reimbursed as an expense, however if car transport is not an option, then this can be discussed with you and appropriate arrangements explored.

### Responsibilities

Sport and physical activity delivery	<p>Support the delivery of innovative programmes of high quality sport and physical activity that also contribute to the building of active communities in the places Sportily works through:</p> <ul style="list-style-type: none"><li>• Planning and delivering after school club sport and physical activity sessions, community sports sessions and a diverse range of physical activity based work with children, young people and their families</li><li>• Leading and supporting the delivery of sport, physical activity and faith-based sessions or school lessons</li><li>• Developing and leading sessions and programme elements of holiday clubs and residential opportunities for children and young people</li><li>• Developing and leading programmes of activity designed around specific sports or physical activities, according to your gifts, skills and qualifications</li><li>• Supporting the provision of opportunities, naturally integrated into the activity of sessions, through which people of all ages can explore and encounter the Christian faith</li><li>• Working within and in support of the Sportily seven spaces framework</li></ul>
Leadership development	<ul style="list-style-type: none"><li>• Actively contribute to the delivery of the Sportily Leadership Development Programme within locations and across the network</li><li>• Be involved in creating opportunities within sessions for children and young people to grow leadership confidence and capability through sport and physical activity</li></ul>



Apprenticeship training	<ul style="list-style-type: none"> <li>• Achieve the development aims as dictated by your training schedule</li> <li>• Engage with all compulsory training requirements and undertake personal study, working towards the successful achievement of the level 4 Sports Coach apprenticeship</li> </ul>
Partnership, learning and networking	<ul style="list-style-type: none"> <li>• Undertaking training and development opportunities as agreed with your line manager.</li> <li>• Participate in Sportily team meetings, CPD sessions, Learning Community and monitoring and evaluation processes as requested</li> </ul>
Other responsibilities	<ul style="list-style-type: none"> <li>• Promoting and communicating the activity programme of Sportily locations so as to increase engagement</li> <li>• Work effectively alongside Sportily Sport and Faith Coaches, Leaders and Volunteers to deliver programmes of activity in Sportily locations</li> <li>• Support the journey towards financial sustainability for the Sportily network through the promotion of 'paid for' activities and donor opportunities</li> <li>• Carry out all activity within a secure health, safety and safeguarding framework, in line with Sportily policies, processes and expectations</li> <li>• Be conversant and comply with all Sportily policies and operating practices</li> <li>• Undertake other duties as reasonably requested and expected</li> </ul>

<b>Attributes</b>	Essential attributes, desirable where noted
General	<ul style="list-style-type: none"> <li>• Strongly supportive of Sportily aims and Christian ethos</li> <li>• Demonstrable ability lead the delivery of activities</li> <li>• Committed to the protection and safeguarding of children, young people and vulnerable adults</li> </ul>
Qualifications and training	<ul style="list-style-type: none"> <li>• Level 2 (GCSE) qualification, or willingness to undertake this prior to appointment</li> </ul>
Knowledge, experience, skills and abilities	<ul style="list-style-type: none"> <li>• A proven track record in completing qualifications</li> <li>• Basic written and numeracy skills</li> </ul> <p>Experience of:</p> <ul style="list-style-type: none"> <li>• Working or volunteering with children and/or young people</li> <li>• Working or volunteering in a school environment (<i>desirable</i>)</li> <li>• Working with volunteers (<i>desirable</i>)</li> <li>• Building effective working relationships with others and working effectively as part of a team (<i>desirable</i>)</li> <li>• Strong people skills</li> <li>• Planning, organising, prioritising, meeting deadlines and reporting effectively on work undertaken (<i>desirable</i>)</li> <li>• Communicating with a wide variety of audiences (<i>desirable</i>)</li> <li>• Computer literate and conversant with digital communication channels</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Creative, self-motivated and confident</li> <li>• Demonstrates initiative and perseverance – anticipates situations, problems and opportunities and takes appropriate action</li> <li>• Committed to performing to a high standard at work</li> <li>• Approachable and helpful</li> <li>• Able to operate as a reflective practitioner and to share learning with others</li> <li>• Listens, coaches and gives clear, honest and constructive feedback to others</li> <li>• Confidential, trustworthy, respectful, self-aware, considerate, generous, and patient</li> </ul>