

LIFE COACH AND WORKSHOP FACILITATOR SPECIFICATION

This document outlines what is required to become a coach on the Hero's Journey.

The essential criteria are what Spark Inside thinks you need to have in order to meet the expectations of the role. The desirable criteria are those qualities that could be either useful, or an advantage to have or are things that you could be trained to do.

Please make sure that you use the different sections on the application form to explain how you meet these criteria and why you think you have the qualities we need for this job.

The criteria you should refer to in the application form are indicated in the table below.

Education, training and knowledge				
Essential	Desirable	Application form	Interview	Assessment day
1. Accredited coaching qualification from ICF or AC		✓		
2. Safeguarding Training		✓	✓	
3. Knowledge/understanding of equalities policy			✓	✓
4. Knowledge/understanding of Health and Safety policy			✓	✓

Values and behaviours				
Essential	Desirable	Application form	Interview	Assessment day
1. An ability to build rapport with young people		✓	✓	✓
2. Self-awareness/Self-management		✓		✓
3. Resilience			✓	✓
4. Open-minded/Non-judgement/Respectful		✓	✓	✓
5. Able to conduct yourself in a professional manner while representing Spark Inside externally to partners and working contacts			✓	✓
6. Yearning to learn			✓	
7. Flexibility				✓
8. Stickability			✓	
9. Initiative				✓

Experience				
Essential	Desirable	Application form	Interview	Assessment day
1. Have at least 100 hours of coaching experience	Facilitated workshops or group work Facilitated workshops or group work with young people aged 15 to 25	✓	✓	✓
2. Articulate your personal process of transformation		✓	✓	
3. Completed and submitted monitoring information for evaluation	Have been involved in the process of managing impact evaluation	✓	✓	

Skills and abilities				
Essential	Desirable	Application form	Interview	Assessment day
1. Organisation and prioritisation			✓	
2. Team working		✓	✓	✓
3. Managing monitoring information paper and electronic			✓	
4. Use of Microsoft Office	Use of social media for work	✓	✓	