



# #MOVE WITH US LEADERS ACADEMY★



## PARTNER TOOLKIT

# WELCOME!

to the Move With Us Leaders Academy (MWULA) programme!

Active Essex is dedicated to supporting future Leaders, Volunteers, and Coaches in the Sport and Physical Activity sector. Community clubs and schools are already engaging young people, and Active Essex aims to provide more learning and development opportunities, with your support!

 [www.activeessex.org/move-with-us-leaders-academy](http://www.activeessex.org/move-with-us-leaders-academy)

## WHAT WILL YOU BE A PART OF?

The programme empowers young people through volunteering in community sport, helping them gain experience, build confidence, and develop key skills for life and future careers—all while being supported and recognised for their contributions.

## WHO IS THE PROGRAMME FOR?

This programme is for young people aged 12-18 years old who have either attended a community sports club, Essex ActivAte or Active Essex Foundation club, and are now ready to step into a more responsible and active role in leadership. Schools can also get involved in the programme and put forward young people who wish to take part as well.

## HOW WILL THE PROGRAMME SUPPORT YOUNG PEOPLE?

MWULA will support young people by offering resources and opportunities to enhance skills, build confidence, strengthen their CV, support young voices in leadership, as well as gain a reference to support future endeavour.



## ROLE OF A MENTOR

The aim for organisations and mentors involved in the Move With Us Leaders Academy is to support the growth and development of young leaders by offering meaningful opportunities for volunteering, training, and personal development.

By participating, organisations help create inclusive environments that nurture leadership potential, strengthen community sport, and benefit from a more skilled, confident, and engaged group of young people.

The programme is flexible, allowing delivery at a pace that suits both the organisation, and the young people involved. To ensure consistency and quality, organisations are asked to support young leaders in understanding and working through the programme checklist provided.

### AS PART OF THEIR INDUCTION, YOUNG PEOPLE SHOULD BE:

- Briefed on health and safety, safeguarding, and first aid procedures
- Introduced to the club's processes and procedures
- Assigned a mentor and made aware of their roles and responsibilities
- Clearly informed about expected behaviour and standards within the club environment



# GUIDANCE FOR ORGANISATIONS TO SUPPORT YOUNG PEOPLE

This programme targets young people aged 12-16+ years, providing recommendations for age-appropriate roles that support their growth as assistant coaches.

Younger participants (12-13 years) may require more support to start their journey as young leaders. The goal is to help each individual develop steadily, ensuring they feel confident and capable when they reach employment age and are prepared for coaching and leadership roles in the organization.

**Here is an example of how roles and responsibilities can progress with age:**



## AGES 12-13: MINI HELPERS

**Buddy Leader:**  
Offers support and encouragement to younger participants.

**Time Keeper:**  
Helps monitor the timing of activities and breaks.

**Equipment Leader:**  
Assists with setting up and tidying away equipment.



## AGES 14-15: JUNIOR LEADERS

**Activity Lead:**  
Leads warm-ups/mini-games with small groups, under staff supervision.

**Feedback Collector:**  
Gathers feedback from peers and shares it respectfully with coaches.

## Team Captain:

Supports peers during games and encourages team spirit.



## AGE 16+: YOUNG LEADERS

**Mentor for Junior Leaders:**  
Guides and supports younger leaders, sharing tips and encouragement.

**Feedback Advisor:**  
Works with lead coaches to reflect on sessions, celebrating strengths and suggesting improvements.

## Assistant Coach:

Helps plan drills, provide player feedback and assist in session planning/decision-making. Young leaders can also design and lead mini tournaments or workshops.

# MOVE WITH US LEADERS ACADEMY PATHWAY

The Move With Us Leaders Academy offers a clear progression for young people celebrating their growth at three levels.



## Introductory Level:

This marks engagement up to six weeks of a young person's Move With Us Leaders Academy journey. Resources you can download include a Learning Log, reference letter, and certificate of completion.



## Development Level:

This award shows continued development with skills and milestone achievements, and at this point of the programme, you can nominate your young leader(s) for their MWU badges of recognition:

**M-Motivated**

**W-Willingness**

**U-Understanding**



## Advanced Level:

This award recognises consistent volunteering and impact at a local level.



To attain recognition, kindly fill out the form that outlines your young people's involvement in the Leaders Academy. The Active Essex team is here to assist you throughout the process and will provide helpful reminders along the way.



# MOVE WITH US LEADERS ACADEMY PATHWAY



## INTRODUCTORY LEVEL

This marks engagement in the up to six weeks of a young person's Move With Us Leaders Academy journey. You can download the following:



### Learning Log

This log book is the start of their voluntary journey recording their experience. This is for the young person to keep and work with their mentor to progress forwards.



### 'Thank you' reference letter



### Certificate of Completion

You will then be notified by an Active Essex team member to complete an evaluation survey of your experience. You can open the survey [here](#).



Scan the QR code to access downloadable resources!

# MOVE WITH US LEADERS ACADEMY PATHWAY



## DEVELOPMENT LEVEL

Young individuals can earn three badges to add to their lanyard, recognising their demonstration of the programmes core principles. This celebration of progress supports their development into confident and capable leaders.

There are 3 badges to work towards:



### Motivation

This badge recognises young leaders who consistently show motivation by volunteering to support others during sessions.

To achieve this badge, young leaders must demonstrate 4 out of 4 key skills and qualities from the Motivation worksheet:

**Leadership, Punctuality,  
Motivated, Teamwork**

To receive recognition, please complete the form detailing your young people's engagement in the Leaders Academy [here](#).



### Willingness

This badge recognises young leaders who go the extra mile in supporting their club. It highlights the importance of taking initiative and contributing across a range of tasks.

To achieve this badge, young leaders must demonstrate 4 out of 4 key skills and qualities from the Willingness worksheet:

**Reliable, Team Work & Independence,  
Building Confidence, Problem Solving**

To receive recognition, please complete the form detailing your young people's engagement in the Leaders Academy [here](#).



### Understanding

This badge recognises young leaders who demonstrate the skills and knowledge of what makes a good leader, while showing empathy within the club setting.

To achieve this badge, young leaders must complete at 4 out of 4 key skills and qualities from the Understanding worksheet:

**Listening Skills, Role Model,  
Empathy, Communication Skills**

To receive recognition, please complete the form detailing your young people's engagement in the Leaders Academy [here](#).



Download the worksheet and completion of certificate [here](#).

# MOVE WITH US LEADERS ACADEMY PATHWAY



## ADVANCED LEVEL

The final stage of the Leaders Academy recognises consistent volunteering and impact at a local level. At this point, young leaders demonstrate a wide range of skills and qualities, including:



Planning



Leading An Activity



Reflective Practice



Safety Awareness



Officiating Skills

- ★ To achieve this level, young leaders must demonstrate 5 out of 5 key skills and qualities.
- ★ To receive recognition, please complete the form detailing your young people's engagement in the Leaders Academy [here](#).
- ★ Once submitted the team will be in touch of the young person's formal Recognition Letter endorsed by Essex County Council Year Of Opportunities, recognising their dedication and achievements
- ★ By completing this stage, it celebrates young leaders who have grown into capable role models, ready to contribute meaningfully to their clubs and communities.

 Download the worksheet and completion of certificate [here](#).



# SUPPORT AND RESOURCES

Don't forget to check out the dedicated support page for organisations, packed with ideas and resources to help young leaders! These free materials can be used in any way that works for you, as you guide your young people through their leadership journey.

**The page includes:**



## Training Pack

This pack includes tutor notes for a session on leadership skills, qualities of great leaders, delivery and planning techniques, and organising games. It can be delivered in one day or in six shorter sessions.

## Training Cards

Perfect for quick, impactful training moments before or after delivery sessions.

## Session Ideas

Ready-to-use activities that young leaders can lead themselves or adapt for different settings.

## Support for You (Organisations)

We believe your development matters too. That's why we've included insightful tools and resources such as Buddle, the StreetGames Voice Toolkit, and more.



Take a look at the MWULA Organisation website [here](#).

# SUPPORT AND GUIDANCE

As mentors to emerging leaders, it's crucial to support them in showcasing their accomplishments and volunteer experiences by highlighting the hours they have dedicated alongside you.

## TIPS FOR HIGHLIGHTING MWULA ON YOUNG PEOPLES CV

### Be a Leader:



Have you ever helped organise a club or been a team captain? If so, you're already a leader! Put this on your CV to show you're great at teamwork and making decisions.

### Help Out in Your Community:



Joining a programme like MWULA, helping in your school or at local events, shows that you care about others. You can write this under "Volunteering" to impress future employers. Don't forgot to add the number of hours/weeks you've volunteered for!



### Show Off Your Super Skills:

Are you good at talking to people, solving problems, or working in a team? These are all amazing skills that jobs love to see!

### Add Certificates, Training and Achievements:



Include completed courses and training on your CV to showcase your hard work and learning. Highlight achievements from the Move With Us Leaders Academy, including certificates, badges, reference letters, and formal recognition letters from Essex County Council Year Of Opportunities.



# THANK YOU!

for being an invaluable part of the Move With Us Leaders Academy!

By providing purposeful leadership experiences, we're empowering young people to grow into confident, skilled coaches and positive influencers in their communities. By offering your time, guidance, and belief in their potential, you're creating spaces where young leaders feel seen, trusted, and inspired to grow.



For any inquiries, please feel free to contact:  
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# #MOVE WITH US

## AMBASSADOR OFFER

### BECOME A MOVE WITH US AMBASSADOR!

Have you heard of our ambassador opportunity helping to enhance your skills further and support young people to find an activity they love? As an ambassador, you will get the chance to put forward your ideas and thoughts around how we can ensure more young people feel positively towards sport and physical activity.

Scan the QR code to read more about our ambassador offer and apply!

SCAN  
ME



[www.activeessex.org](http://www.activeessex.org)

A young person who wishes to drive the campaign and inspire others to get moving and find the activity that they love

An ambassador will be able to voice their thoughts about developing Move With Us and changing our outlook towards our approach to physical activity for young people.

