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Job Description and Employee Specification [Sports Coach (Casual)]

Enterprise & Communities

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| **Service:**  | Enterprise & Communities |
| **Division:** | Active & Creative Communities |
| **Job Title:** | Sports Coach  |
| **Responsible to:** | Sports Development & Participation Officer |
| **Grade:** | NLC6 |
| **Conditions of Service:** |  |
| **Job Evaluation Reference:** |  |
| **Date of last review:** |  |
| **Job Outline**To support and assist in the development and delivery of sports activity programmes throughout North Lanarkshire working in North Lanarkshire Leisure and North Lanarkshire Council facilities and community based venues. Subject to qualifications, you shall be required to deliver a wide range of generic and sports specific activities/programmes as specified by North Lanarkshire Leisure and any associated partners to deliver pre-determined outcomes. |
| **Main Duties** 1. To promote the Company’s Core Values through personal behaviour and by challenging behaviour in others that is contrary to the core values.
2. Ensuring that the Company’s policies, procedures and guidance are followed at all times.
3. Consult with the Programme Coordinator on a weekly basis regarding aims/objectives.
4. Act as a role model, gaining the respect and trust of the people you are working with.
5. Develop successful working relationships with people from different backgrounds and with varying levels of sporting ability.
6. Satisfactory attendance at any training courses appropriate to your post and specified by management.
7. Plan, prepare, deliver and evaluate each coaching session and activity
8. Ensure each session/activity is delivered in a safe environment.
9. To be responsible for the safety of the users within the session/activity.
10. Assist the Programme Coordinator with keeping registers and ensuring equipment is safe and not abused.
11. Communicating instructions and commands using clear simple language.
12. Maintaining records of participant’s attendance/performance.
13. Coordinate participant’s attendance at meetings and other sports events.
14. Display consistently high standards of behaviour and appearance.
15. Raise awareness of the dangers of drugs/alcohol, smoking and promote healthy eating.
16. Provide session plans to the Programme Coordinator and ensure that all sessions and activities are structured.
17. Work in partnership with other partners.
18. Maintain equipment as per agreed schedules and carry out regular checks for safety and correct function.
19. Promote awareness of equality and diversity issues, including those related to sport and disability.
20. To monitor the users to ensure that they use the facilities as they were intended, do not abuse the venue in any way.
21. To communicate effectively and inform and assist wherever appropriate, all members of the public involved in the programme whilst maintaining a professional and customer orientated approach at all times.
22. Ensuring that the Child and Vulnerable Adults protection policy and procedures are adhered to at all times.
23. Ensuring that the Health and Safety at Work policy and procedures are adhered to at all times.
24. Any other duties deemed to be within the capabilities of the post.

This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post. |

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| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS/TRAINING** |  |  |  |
| * Sports related Qualification
* Sport related HNC/HND qualification
 | X | X | Verification/Application Form/Interview |
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| **WORK EXPERIENCE** |  |  |  |
| * Experience of coaching young people or working in another setting with Children.
* Practical experience of coaching young people.
* Experience of working effectively as part of a team
* Experience of working in a relevant sports environment.
* Ability to act quickly and responsibly in the event of accidents or unacceptable behaviour.
* Experience of leading a group of coaches
 | XXXXX | X | Application Form/Interview |
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| **KNOWLEDGE/SKILL/ABILITY** |  |  |  |
| * Ability to work as part of a team and to work on own initiative.
* Good interpersonal & motivational skills
* communication skills
* Leadership experience
* Excellent organisational skills
* IT literate.
 | XXX | XX | Application Form/Interview |
| **PERSONAL QUALITIES/ATTRIBUTES** |  |  |  |
| * Ability to communicate effectively with internal contacts
* Have an interest in sport and sport related activity.
* Aware of the need to work flexibly
 | XXX |  | Interview |
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| **OTHER** |  |  |  |
| * Ability to travel throughout North Lanarkshire
 |  | X | Interview |
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