

## EAST LoTHIAN COUNCIL

### Job Outline

<b>Post Title:</b>	Sport Coach
<b>Service:</b>	Infrastructure - Sport, Countryside & Leisure
<b>Location:</b>	As advertised
<b>Immediate Supervisor:</b>	Principal Officer

#### **Purpose of the Job**

To lead sport and physical activity sessions ensuring the enjoyment and continued development of the skills, competencies and the safety of individual participants by designing, preparing and delivering classes/sessions as agreed.

- Plan, lead and coach activities, sessions and programmes in your field of expertise
- Prepare thoroughly for each coaching / training session (written plan, resources etc) and submit, retain and complete administrative documentation as required).
- Encourage and advise individuals to take and maintain a positive mental attitude and self-discipline
- Create a safe and productive coaching environment which ensures that there is maximum participation to the desired level of each individual.
- Ensure professionalism is maintained at a high level and that the standard of instruction is pitched at the correct level for the participant.
- Ensure the health and safety of participants during the physical activity and to ensure compliance with health and safety legislation and Council procedures.
- Ensure that sessions are organised effectively to produce set outcomes and goals.
- Adhere to East Lothian Child Protection Policy, where appropriate.
- Ensure each individual has the opportunity to fulfil individual needs and potential.
- Ensure coaching qualifications, skills and competencies are maintained to deliver an appropriate service.
- Ensure equal opportunity for all participants by removing barriers to coaching by delivering sessions/ activities which demonstrate in both content and process an understanding of equal opportunities in relation to gender, race, religion or disability
- Monitor and assess delivered programmes and report on the progress of sessions.

- Ensure that all records held comply with the Data Protection Act.
- Provide on-going advice, guidance and support to Assistant Coaches helping to deliver the session.
- (Where coaches are self-employed they must maintain their own liability insurance and other licenses to ensure adherence to relevant legal requirements. This includes providing own music and associated licences and possible equipment).

### **Employee Responsibility**

- Assistant Coaches

### **Essential Requirements for this Role**

#### **Education:**

- Appropriate Coaching Awards or a Health & Fitness Qualification at SVQ Level 2 or equivalent **and** able to demonstrate an understanding of the relevant theory associated with the sport gained through relevant experience.

#### **Disclosure Scotland:**

- This role requires **PVG clearance** for regulated work with children and/or protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement of employment..**

#### **Scottish Social Services Council:**

- None.

## PERSON SPECIFICATION

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<b>Service:</b>	Infrastructure - Sport, Countryside & Leisure
<b>Location:</b>	As advertised
<b>Immediate Supervisor:</b>	Principal Officer

Attributes	Essential	Desirable
Education, Registration & Training	<ul style="list-style-type: none"> <li>Appropriate Coaching Awards or a Health &amp; Fitness Qualification at SVQ Level 2 or equivalent <b>and</b> able to demonstrate an understanding of the relevant theory associated with the sport gained through relevant experience.</li> <li>PVG Membership for Children and / or Protected Adults is an essential requirement of this role</li> </ul>	<ul style="list-style-type: none"> <li>First Aid Certificate</li> <li>HNC Sport Science /Coaching or management</li> <li>HNC Health Science</li> <li>A current clean driving licence.</li> </ul>
Previous Experience (Paid & Voluntary Work)	<ul style="list-style-type: none"> <li>Experience of leading and delivering coaching sessions.</li> </ul>	
Knowledge/ Skills /Competencies	<ul style="list-style-type: none"> <li>Knowledge of relevant sport / activity and coaching processes.</li> <li>Clear and effective verbal and written communication skills</li> <li>Engaging presentation skills</li> <li>Excellent organisation and planning skills</li> </ul>	<ul style="list-style-type: none"> <li>Relevant experience of working with young people in physical activity.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Ability to use own initiative.</li> <li>Ability to work flexibly as part of a team.</li> <li>Ability to develop effective relationships with stakeholders.</li> <li>Ability to deal sensitively with individual clients, including the need to maintain confidentiality relating to sensitive or personal matters.</li> <li>Evaluation skills with the ability to provide positive, constructive and encouraging advice and feedback</li> <li>Ability to be creative.</li> </ul>	<ul style="list-style-type: none"> <li>A confident and professional manner</li> <li>Energy, enthusiasm and the ability to motivate others</li> <li>Ability to adapt to changing environments, ability groups and weather conditions</li> </ul>