



RECRUITMENT PROFILE



Position Title	Casual Sports Coach – Casual/Relief
Directorate	Education and Children's Services
Department	Active Communities
Location	Various sports facilities, outdoor spaces
Hours of Work	Undefined Monday to Sunday, may include antisocial hours.
Line Manager Title	Sports Development Officers
Staff Responsibilities	- Plan, deliver and evaluate sporting activities to groups of young people or adults in order to motivate and engage them in fun activity and sports sessions. - Ensure all activity areas are safe and appropriate for carrying out the planned activity and that the session risk assessment is adhered to. - Be familiar with any additional needs or medical requirements of the participants prior to the sessions and record attendance, lateness or absence via a register. - Responsible for dealing with routine behaviour issues and customer queries around coaching programmes - Responsible for setting up, tidying up and monitoring safe use of equipment including reporting any loss or damage of equipment to line manager. - Be able to respond appropriately to a first aid incident. - Brief any play, sport and activity leaders/volunteer helpers or assistant coaches on the aims/content of sessions and provide support/guidance to them within the session. - The post holder will be the initial point of contact for parents/carers of the young people or participants involved in coached activity programmes and therefore has a duty to positively represent the organisation.

Registration Requirements	
Contract Status	Casual/Relief
PVG or Disclosure Status	PVG Scheme Membership Required
Political Restrictions	n/a
Work Pattern	As and when required
ROLE PURPOSE AND KEY RESPONSIBILITIES/DUTIES	
This can be used for the basis of your advert	
Job Purpose We are looking for motivated and enthusiastic Sports Coaches in a variety of sports including, Athletics, Badminton, Boccia, Cricket, Cycling, Football, Hockey. Swimming and Tennis Responsibilities • Plan, deliver and evaluate sporting activities to groups of young people or adults in order to motivate and engage them in fun activity and sports sessions. • Ensure all activity areas are safe and appropriate for carrying out the planned activity and that the session risk assessment is adhered to. • Be familiar with any additional needs or medical requirements of the participants prior to the sessions and record attendance, lateness or absence via a register. • Responsible for dealing with routine behaviour issues and customer queries around coaching programmes • Responsible for setting up, tidying up and monitoring safe use of equipment including reporting any loss or damage of equipment to line manager. • Be able to respond appropriately to a first aid incident. Brief any play, sport and activity leaders/volunteer helpers or assistant coaches on the aims/content of sessions and provide support/guidance to them within the session. • The post holder will be the initial point of contact for parents/carers of the young people or participants involved in coached activity programmes and therefore has a duty to positively represent the organisation.	



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PERSON SPECIFICATION

Criteria	Essential	Desirable
Education, Qualifications and Training	Hold a UKCC Level 1-2 qualification (or equivalent) in relevant sport. Hold a valid First Aid qualification. Hold a current Safeguarding and Protecting Children qualification.	Hold a current PVG certificate.
Experience	Experience of coaching and/or working with children with disabilities.	1-2 years of session development and delivery in a club or commercial setting.
Skills, Knowledge and Competencies	Clear understanding of Health & Safety procedures applicable to sports programmes.	Knowledge of the local sporting opportunities and funding for participants
Personal attributes	-Good interpersonal and motivational skills. -Good customer care skills. -Good organisation and planning skills. -Good time management. -Self-motivated with a flexible/adaptable approach. Inclusive and respectful. -Ability to work on own initiative as well as being a team player	
Other		

HR POLICIES, PROCEDURES & GUIDELINES

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be necessary by the Service Director to meet the needs and responsibility of the Service and the Council.

Equality - Ensure that all work and outputs comply with and promote equal opportunities, diversity and human rights. Ensure that systems are in place for reporting management information and making recommendations for any corrective action necessary.

Completed by Human Resources			
HR Number		Role Profile Number	
Date Grade Allocated		Grade	
Post Number (existing)			