



## JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: August 2019

### DETAILS OF POST

**Job Title:** Apprentice Sports Coach

**Department:** Leisure

**Salary / Hourly Rate:** £3.90 per hour (£117.00 a week)

**Hours of work:** 30 hours per week

**Status:** 1 Year Fixed Term

**Responsible to:** Head of Service for Leisure and Facilities and Coach Development Officer

**Contacts:** The post holder should expect to have contact with:

- Town Council Councillors and employees
- Members of the public
- Project and community representatives
- Contractors, suppliers, press
- Other Council service users

### JOB PURPOSE

**The main purpose of the role is to:**

Act as an apprentice Community Sports Coach for Trowbridge Town Council whilst completing an apprenticeship program resulting in an NVQ Level 2 and National Governing Body Sports Coaching Qualifications.

## MAIN DUTIES & RESPONSIBILITIES

Using the training and qualifications achieved to assist the Leisure Services Supervisor in providing sports and leisure activities in and around Trowbridge.

- Assist in establishing sports and leisure activities throughout the year (term time and school breaks/holidays)
- Assist the Leisure and Information Services Manager establishing links with local groups including schools, clubs, youth groups and others in an attempt to combine resources and offer more sporting or activity based locations
- Support work with clubs and other community groups and, through high quality coaching, ensure that young people are retained in sport
- Carry out outreach work throughout the town, identifying concerns and hopes of young people; provide regular written and verbal reports to the Leisure Services Supervisor
- Be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate in sport or other physical activity
- Effectively supervise, mentor and direct casual staff and apprentices where appropriate
- Maintain current knowledge of relevant National Governing Body programmes, policies and practises.
- Develop and maintain effective working relationships with all partners and community organisations, attending meetings as and when necessary
- Assist in promoting and organising community projects where young people work with, and offer support to, older people's events and activities
- Encourage participation by young people in all town events including, but not exclusively, Community Spotlight, Carnival, May Day Celebrations, Beach Party
- Undertake administrative duties as necessary e.g. maintain accurate attendance registers, carry out risk assessments etc.
- Assist in the collation of management information
- Assist in maintaining equipment and resources held by the Council to allow staff to complete their tasks to the highest standard
- Abide by and follow child protection guidelines laid down by the Council and/or those clubs where activities are provided
- Act responsibly in managing your own health and safety and that of anyone else who may be affected by your actions/omissions
- Work in a confidential and professional manner and uphold the good reputation of the Council; in doing this you should abide by the Council's policies and procedures

## GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be;

- expected to attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
  - To be on a rota system for evening / weekend service delivery
- requested to attend meetings or events which may fall at evenings or weekends
- expected to undertake any other reasonable duties that the Town Council may ask of you.

The aim of this job description is to show the general purpose and level of responsibility of the post; it sets out the main duties of the post as at the date of issue.

Due to the changing nature of the business, such duties may vary and develop from time to time without changing the general nature of the post or level of responsibility. Such variations are a common occurrence and would not, of themselves, justify the revaluation of a post.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Basic education qualifications</li> <li>• Experience in coaching and playing number of sports</li> </ul>	<ul style="list-style-type: none"> <li>• Current Level 1 or Level 2 qualification in additional sport</li> <li>• Other coaching qualifications</li> <li>• Relevant child protection, equity and coaching disabled performers training</li> <li>• First Aid qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of a year's experience of sports coaching; establishing, delivering and coordinating coaching programmes for young people (including those with disabilities)</li> <li>• Organising sports competitions</li> </ul>	<ul style="list-style-type: none"> <li>• Coaching in a wide range of environments, including schools, clubs and community</li> <li>• Mentoring, supporting and encouraging coaches and teachers</li> <li>• Working with voluntary and statutory sections and community groups</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Knowledge of relevant governing body programmes, policies and practices</li> <li>• Development and implementation of high quality and creative coaching sessions (focusing on a young-person centred approach)</li> </ul>	<ul style="list-style-type: none"> <li>• Developing school/club links</li> <li>• Working to performance targets</li> <li>• Monitoring and evaluation of sessions / programmes</li> </ul>
<b>Skills &amp; Aptitude</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Excellent communication and interpersonal skills; able to communicate with people at all levels</li> <li>• Confident and highly motivated</li> <li>• Ability to inspire, motivate and encourage young people through sport</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to adapt sessions appropriately dependant on the needs of young people</li> <li>• Flexible attitude to working; willing to work evenings and weekends</li> </ul>	<ul style="list-style-type: none"> <li>• Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages</li> <li>• Ability to work efficiently on own initiative, under pressure whilst maintaining a high standard of work</li> <li>• Full driving license (or be working towards obtaining one)</li> </ul>

## CONDUCT

**Employees at all times must conduct themselves in a professional manner and present themselves for work in accordance with the expectations of the college.**