



## **JOB DESCRIPTION & PERSON SPECIFICATION**

Issue Date: October 2021

### **DETAILS OF POST**

<b>Job Title:</b>	Sports Coach
<b>Department:</b>	Leisure Services
<b>Responsible to:</b>	Active Trowbridge Manager
<b>Hours of work:</b>	Part time, 30 hours per week
<b>Salary</b>	£19,312 - £20,494 full-time equivalent per annum, which equates to £15,658 - £16,616 pro rata, per annum for a 30 hours per week contract.
<b>Scale Point / NJC Scale:</b>	5 - 8
<b>Status:</b>	1 Year Fixed Term
<b>Contacts:</b>	The post holder should expect to have contact with: <ul style="list-style-type: none"><li>• Town Council Councillors and employees</li><li>• members of the public</li><li>• education officers and school staff</li><li>• community organisations and their representatives</li><li>• suppliers</li></ul>

### **JOB PURPOSE**

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

Act as a Sports Coach for Trowbridge Town Council.

**This involves:**

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

## **MAIN DUTIES & RESPONSIBILITIES**

- Assist in establishing sports and leisure activities throughout the year (term time and school breaks/holidays)
- Assist the Leisure Services Senior Team in 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
- Support outreach work throughout the town, identifying hopes of young people to help shape the future of provisions.
  - 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:

- Abide by the Town Council's Policies and Procedures
- Participate in the Town Council's annual performance reviews
- expected to attend additional training and development courses identified as a requirement for furtherance of the position or the post holder's personal development
- 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.

### **Equal Opportunities**

All employees have a responsibility to understand and abide by the obligations laid down by Trowbridge Town Council's Equal Opportunities Policy

### **Health and Safety**

- Act responsibly in managing your own health and safety and that of anybody else who may be affected by your acts or omissions
- Act responsibly showing regard for the environment at all times and adhere to the Council's Policy
- Work responsibly to ensure that, on a day to day basis, work is conducted within the framework of all local and legislative health, safety, environmental and welfare guidelines and policy

### **Confidentiality**

The post holder is required to work in a confidential and professional manner and to uphold the good reputation of the Town Council

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: SPORTS COACH

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSE qualifications including Maths and English</li> <li>• Experience of coaching and playing number of sports</li> <li>• NGB Level 2 in any sport.</li> </ul>	<ul style="list-style-type: none"> <li>• Other coaching qualifications</li> <li>• Relevant child protection, equity and coaching disabled performers training</li> <li>• First Aid qualification</li> <li>• Full Driving Licence</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, club and community</li> <li>• Mentoring, supporting and encouraging coaches and teachers</li> <li>• Working with voluntary and Statutory sections and community groups</li> <li>• Developing school/club links</li> <li>• Working to performance targets</li> <li>• Monitoring and evaluation of sessions/ programmes</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> <li>• Commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant knowledge and experience of sports development, including club and coach development</li> <li>• Good understanding of child protection, child development, health &amp; safety and sports equity principles / policies / procedures (training will be given)</li> </ul>
<b>Skills &amp; Aptitude</b>	<ul style="list-style-type: none"> <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> </ul>

**Signed as agreed:**

**Manager**

**Date**

**Post Holder**

**Date**