

JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: October 2021

Job Title: Apprentice Sports Coach

Department: Leisure Services

Responsible to: Active Trowbridge Manager

Hours of work: 30 hours per week

Salary: £4.30 per hour

Scale Point / NJC Scale: £4.30 per hour (£129.00 per week) for all apprentices under 19 years old, or if over the age of 19 and in their first year of their apprenticeship. After turning 19 and having completed the first year of the apprenticeship, salary will be £17,842 per annum, pro rata.

Status: 18 months fixed term

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

- Town Council Councillors and employees
- members of the public
- education officers and school staff
- community organisations and their representatives
- suppliers
- other Council service users

JOB PURPOSE

The main purpose of the role is to:

Act as an Apprentice Sports Coach for Trowbridge Town Council in the Leisure Services Department. Leading and coaching fun, inclusive and engaging activities that help people of all ages to change their behaviour and maintain physically active lifestyles.

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

- Being able to support and assist with the review education and school's sports programmes, both circular and extracurricular activities.

Understanding schools as originations and infrastructure behind this including education policies and legislation

- 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
- Understand 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 the community in all town events including, but not exclusively, Active Festival, Christmas Lights Switch on, 999 Service day

You will be expected to take part in the departments community outreach and may be asked to wear non work uniform with fancy dress on occasions.

- Undertake administrative duties as necessary, e.g. maintain accurate attendance registers, carry out risk assessments and collate information.
- Liaise with clients to build a positive relationship
- 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: APPRENTICE SPORTS COACH

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • 5 GCSE qualifications including Maths and English • Experience of coaching and playing number of sports 	<ul style="list-style-type: none"> • Other coaching qualifications Level 1 or Level 2 • Childcare Level 1 or level 2 qualification • Relevant child protection, equity and coaching disabled performers training • First Aid qualification • Full Driving Licence
Experience	<ul style="list-style-type: none"> • Minimum of a years' experience in sports coaching or a childcare setting 	<ul style="list-style-type: none"> • Coaching in a wide range of environments, including schools, club and community • Mentoring, supporting and encouraging coaches and teachers • Working with voluntary and statutory sections and community groups • Monitoring and evaluation of sessions/ programmes
Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge of relevant governing body programmes, policies and practices 	<ul style="list-style-type: none"> • Relevant knowledge and experience of sports development, including club and coach development • Good understanding of child protection, child development, health & safety and sports equity principles / policies / procedures (training will be given)
Skills & Aptitude	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills; able to communicate with people at all levels • Confident and highly motivated • Ability to inspire, motivate and encourage young people through sport • Excellent planning and organisational skills • Ability to adapt sessions appropriately dependant on the needs of young people • Flexible attitude to working; willing to work evenings and weekends 	<ul style="list-style-type: none"> • Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages • Ability to work efficiently on own initiative, under pressure whilst maintaining a high standard of work

Signed as agreed:

Manager

Date

Post Holder

Date