



JOB DESCRIPTION & PERSON SPECIFICATION

Issue Date: May 2023

DETAILS OF POST

Job Title:	Apprentice Sports Coach
Department:	Leisure Services
Salary:	£5.28 per hour (£158.40 per week) for all apprentices. After turning 19 and having completed the first year of the apprenticeship, salary will be £20,441 (scale point 2) per annum, pro rata
Hours of work:	30 hours per week between 07:30 – 19:30 on a rota basis.
Status:	18-month contract
Responsible to:	Active Trowbridge Manager
Based:	Various education settings around Trowbridge

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 including Trowbridge Futures
- Suppliers
- 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 in the Leisure Services Department
- Lead and coach fun, inclusive and engaging activities that help people of all ages to change their behaviour and maintain physically active lifestyles

This involves:

'On the job' training with Active Trowbridge and direct teaching from our Coach Development Officer to develop skills, knowledge, understanding and delivery of sports coaching sessions in a wide range of settings, in and around Trowbridge. Once delivery standards are at the required level, apprentices will be expected to lead their own sessions.

MAIN DUTIES & RESPONSIBILITIES

- Work towards Level 2 or 4 apprenticeship qualification (Qualification is dependent on applicant's experience)
- Being able to support and assist with the review education and school's sports programmes, both circular and extracurricular activities (including but not limited to before school, at lunch times, after school and in school holiday periods)
- Understanding school policies and procedures and ensure at all times they are adhered to
- Plan, deliver and evaluate engaging PE lessons within a school environment under the guidance of qualified staff
- 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 and activity-based locations
- Support work with clubs and other community groups, through high quality coaching, ensuring that young people are retained in sport
- Support outreach work throughout the town, identifying hopes of young people to help shape future 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 community participation 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
- Complete and maintain all appropriate data and administration associated with the role of Apprentice Sports Coach
- Liaise with clients to build positive relationships
- Assist in maintaining equipment and resources held by the Council to allow staff to complete 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



PERSON SPECIFICATION

	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 qualification Level 1 or Level 2 • Relevant child protection, equity and coaching disabled performers training • First Aid qualification • Full Driving Licence
Experience	<ul style="list-style-type: none"> • Good understanding of sports coaching 	<ul style="list-style-type: none"> • Coaching in a wide range of environments including schools, clubs and the community • Mentoring, supporting and encouraging coaches and teachers • Working with voluntary/statutory and community groups • Monitoring and evaluating 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 (Full 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 depending on young people's needs • 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 using own initiative, able to work under pressure whilst maintaining a high standard of work



BENEFITS OF WORKING FOR TROWBRIDGE TOWN COUNCIL

Career Development:

- A wide range of training and development opportunities

Financial Wellbeing:

- **LGPS Pension Scheme** is a defined pension that keeps pace with any cost of living increase. Your monthly pension contributions are boosted by tax relief and additional employer contributions. Based on your income, Trowbridge Town Council currently contributes 18.7% into the defined benefit scheme.
- Access to **AVC** (Additional Voluntary Contributions) savings schemes with **Prudential**. Any payments you make are deducted from your salary with full tax relief.

Flexible Working:

- Opportunity to apply for flexible working on completion of probationary period

Health & Wellbeing:

- Generous **Holiday Allowance** (23* days plus bank holidays and two additional local days**), with option to buy extra days.
- Access to **Employee Assistance Programme** counselling service for you and your family
- **Health & Wellbeing Cashplan** – financial assistance for dental or medical issues.

Staff Discounts:

- Retailer discounts with **My Staff Shop** offering access to thousands of deals, savings and benefits to a range of online and retail discounts for a range of everyday expenses from groceries to holidays and fitness.
- 50% discount on **Active Trowbridge** holiday clubs and activities

* *subject to completion of probationary period*

** *currently 23 days per year*



GENERAL INFORMATION FOR ALL POSTS

The post holder will, on occasions, be expected to:

- Abide by the Town Council's Policies and Procedures
- Participate in the Town Council's annual performance reviews
- 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.

Confidentiality

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

Data

To see how we handle and store your data please view our privacy notice

<https://www.trowbridge.gov.uk/your-council/privacy/>

Training

All employees may be expected to undertake additional training and development courses identified as a requirement for furtherance of the position or to support the post holder in their role

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

Safeguarding

Trowbridge Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. Some roles will be subject to a full disclosure and barring service check before confirmation of appointment.