

DARLINGTON BOROUGH COUNCIL

ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Coach
<u>GRADE :</u>	Coaching Rate 1, 2 or 3 Depending on qualification
<u>REPORTING RELATIONSHIP</u>	Reports directly to the Move More Manager/Move More Co-ordinator
<u>JOB PURPOSE :</u>	To organise, deliver and monitor a variety of coaching sessions and programmes, ensuring they are delivered to the required high quality standard.
<u>POST NO.</u>	D12540 / D12541
<u>PDR COMPETENCY FRAMEWORK</u>	NA

MAIN DUTIES/RESPONSIBILITIES

1. To help deliver a high quality programme of coaching sessions for the community in Darlington, both sport and physical activity specific and multi-sports/activity in nature.
2. To effectively plan, develop, implement and evaluate all sessions in a structured way, to ensure that the experience of the participant is of a high quality and is centred round the needs of the participant.
3. To ensure that the environment within which the activity is to take place is safe, clean and prepared in advance for use by the public and report any deficiencies where necessary and ensure the relevant risk assessment is adhered to at all times.
4. To maintain detailed records of attendance of all coaching activity and ensure that participants complete the relevant Darlington Borough Council player registration forms.
5. To commit to a programme of continuing professional development to ensure that the coaching provided is always of the highest quality and attend coach development meetings as and when required.
6. To be a positive role model at all times and abide by the Darlington Borough Council coaches code of conduct.
7. To collect monies where necessary and keep accurate records of this and implement the correct Darlington Borough Council financial procedures and protocol.
8. Work as part of the Darlington Move More Team to support local community groups, clubs, coaches and volunteers.
9. To work in accordance with Health & Safety at Work Regulations.

10. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
11. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
12. Carry out your role in line with the Council's Equality agenda.
13. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
14. Any other duties of a similar nature related to this post that may be required from time-to-time.
15. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
16. You are required to safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
17. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
18. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: Jan 2017

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COACH

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	Minimum of Level 1 relevant industry standard coaching qualification	E	
2	A range of Level 1 / 2 / 3 qualifications		D
3	First Aid at Work certificate		D
4	Certificate in Safeguarding and Protecting Children or Adult Safeguarding		D
5	Certificate in Equity In Your Coaching		D
Experience & Knowledge			
6	Approximately 1 years' experience of delivering physical activity based sessions	E	
7	Knowledge and understanding of relevant health and safety legislation	E	
8	Experience of working with voluntary groups, community groups and sports clubs		D
Skills			
9	Ability to deliver to a variety of target audiences	E	
10	Ability to communicate orally to a wide range of audiences	E	
11	Ability to present effectively	E	
12	Ability to plan, implement, monitor and adapt coaching sessions	E	
13	Ability to work on own initiative and as part of a team	E	
14	Ability to work under pressure		D
Personal Attributes			
15	Committed to high standards of customer service	E	

16	Interest in health and fitness and enthusiastic towards the benefits of sport and physical activity	E	
Special Requirements			
17	The ability to communicate at ease with customers and provide advice in accurate spoken English.	E	
18	A flexible approach to working time arrangements, with the ability to work some evenings and weekends	E	
19	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
20	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
21	Satisfactory Enhanced Children and Adults barred list DBS Disclosure	E	