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| Stockton-on-Tees Borough Council | JOB DESCRIPTION |
| **Directorate: The Environment, Culture, Leisure and Events** | Service Area: Environment, Leisure and Green Infrastructure |
| **JOB TITLE: Funky Feet Coach** |
| **GRADE: G** |
| **REPORTING To: Principal Sport & Active Life Officer** |
| **1.** | **JOB SUMMARY:** To develop and run programmes designed to encourage children to participate in sport and physical activity, focussing on motivational learning, achievement, social skills and fun. To plan and deliver a high-quality experience for all participants. |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** |
|  | 1. | To plan, prepare and implement well-structured and progressive programmes of coaching ensuring high quality and enjoyable activities. |
|  | 2. | To be a positive role model, creating a positive and fun environment in which to motivate and encourage participants to participate in sport and physical activity. |
|  | 3. | To understand, develop and deliver initiatives (in conjunction with the Principle Sport & Active Life Officer) to break down barriers to participation and contribute to tackling inequalities in sport and active lifestyles. |
|  | 4. | To engage with Parents in delivering sports and active lifestyle sessions at various sites across Stockton on Tees. |
|  | 5. | To monitor, evaluate and review the impact of the work undertaken, producing regular reports and statistical information detailing progress. |
|  | 6. | To carry out administrative duties when needed for e.g. taking attendance registers and recording money transfers. |
|  | 7. |  To complete risk assessments in relation to venues and sessions. |
|  | 8. |  To be responsible for the opening and closing of venues including setting of alarms, where relevant. |
| **3.** | **GENERAL** |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade of the job using the NJC Job Evaluation scheme as adopted by Stockton Council.**Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.**Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.**Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.**Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.**Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.  |

**Job Description updated April 2021**



**PERSON SPECIFICATION**

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| Job Title/Grade | **Funky Feet Coach** |  |
| Directorate / Service Area | **The Environment, Culture, Leisure and Events** |  |
| Post Ref:  |  |

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|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications  | * Good standard of education with good numeracy and literacy skills
 | Coaching qualification in a directly relevant field | Application form |
| Experience | * Experience of working with a wide range of partners and organisations
* Experience of delivering training courses or sessions.
 |  | Application / Interview |
| Knowledge & Skills | * Ability to demonstrate customer sensitivity and awareness.
* Familiarity with and ability to adapt to Information Technology requirements.
* Ability to apply initiative.
* Demonstratable IT skills.
* Knowledge of relevant Statutory Legislation.
* Excellent knowledge relating to the development sport and physical activity initiatives
* Knowledge of engagement and breaking down barriers to participation.
* Understanding and knowledge of inclusivity and the impact upon activity and sport participation.
* A practical commitment to activity and an in-depth knowledge of a range of sports.
* Ability to think creatively and develop new opportunities.
 | * Motivational interviewing training
 | Application/Interview |
| Specific behaviours relevant to the post | * To demonstrate passion, commitment, and ability to inspire others.
* Be prepared to challenge existing practices and constructively challenge.
* Strong interpersonal and networking style.
* Committed to acting corporately and collaboratively.
 |  | Application / Interview |
| Other requirements | * Ability to benefit from training relevant to the post
* Willingness to work as part of a team
* Enthusiastic and hard working
* High personal standards and self-discipline.
* Able to travel independently across the borough
* Should be able to vary working hours to incorporate evening and weekend work as required.
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**Person Specification updated April 2021**