

**Northumberland County Council
JOB DESCRIPTION**

Post Title: Community Sports Coach	Director/Service/Sector : HR / Sports Development		Office Use
Band: 4	Workplace: Blyth Sports Centre		JE ref: 3412
Responsible to: Senior Development Manager	Date: June 2018	Manager Level:	
Job Purpose: Plan and deliver excellent sport and physical activity coaching programmes and services to children and adults at community venues including schools			
Resources	Staff	Responsibility for Level 1 coaches	
	Finance	Receipt and handling of customer session fees	
	Physical	Shared responsibility for the careful use of sports equipment. Customer data & information	
	Clients	Duties have a direct impact upon the health and safety of customers - members of the public, adults and children, students of school age and teachers.	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. Plan and lead sports and physical activity programmes and sessions, in accordance with the guidelines issued by the appropriate National Governing Body including delivery to children in Regulated Activity at school and other community venues. 2. Fulfil your 'Duty of Care' including towards supervision of children attending sessions by ensuring you adhere to all appropriate policies, procedures and Health & Safety regulations. 3. Plan and deliver sessions which include or are tailored to the specific needs and motivations of under-represented groups e.g. disabled children and adults 4. Coordinate and supervise sports coaches and volunteers assigned to assist delivery of sports programmes and sessions. 5. Manage and foster positive on-site relations with host venue representatives including at schools, leisure centres and local voluntary sector venues 6. Ensure consistent progression of participants attending courses, assessing for awards and signposting opportunities to sustain participation. 7. Provide regular feedback to participants. 8. Keep accurate registers of attendances and receipt of any session fees, if required 9. Maintain clean and tidy facilities. 10. Move, set up and check that all sports equipment is in a safe condition. Report any faults. 11. Fulfil 'Emergency Action Plan' obligations. 12. Administer first aid as and when required. 13. Maintain a valid coaching qualification and follow an appropriate CPD programme. 14. Undertake any other duties, as may be reasonably required. 15. Ensure health and safety of customers at all times, and provide first aid duties as required. 			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
Work Arrangements			
Transport requirements:	Work at other sites as necessary		
Working patterns:	Evening and weekend work as part of a rota will be required		
Working conditions:	Both indoor and outdoor working		

**Northumberland County Council
PERSON SPECIFICATION**

Post Title: Community Sports Coach	Director/Service/Sector:	Ref: ANJD013
Essential	Desirable	Assess by
Knowledge and Qualifications		
Level 2 Coach – relevant National Governing Body (NGB) in a sports / dance related qualification. Knowledge of all appropriate Health & Safety regulations. First aid qualification (for Sport Coaches in schools this is desirable only)	Level 3 coaching qualification recognised by a NGB.	Application form (a) Interview (i) Certificates. References (r)
Experience		
Clear understanding of NGB guidelines. Familiar with sports centre Emergency Action Plans (EAP's) Ability to work alongside a variety of dance, sport and health professionals.	Contribution to imaginative school holiday activity programmes. Experience of working in the health and fitness industry Delivery of services to disabled children and adults	Application form (a) Interview (i) References (r)
Skills and competencies		
Excellent motivational skills. Excellent teamwork and communication skills.. Excellent training and motivational skills Ability to exchange varied information both verbally and through the use of email and other electronic communication methods with a range of audiences Ability to plan own workload over several months.	Competent with IT Ability to support volunteers	Application form (a) Interview (i) References (r)
Physical, mental and emotional demands		
Friendly & courteous. Ability to connect with and inspire confidence in customers Ability to work with vulnerable groups and individuals and adapt delivery Responsible, enthusiastic & decisive. Smart appearance. Self motivated, with an ability to work effectively without supervision. Fit enough to cope with high levels of physical activity across a number of sporting areas Ability to cope with medium periods of attention and pressure from deadlines and conflicting demands		Application form (a) Interview (i) References (r)
Other		
Satisfactory DBS check. Flexible approach to working hours. A willingness to learn and commitment to continuous development Commitment to and ability to promote equality of opportunity	A commitment to 'healthy living'	Application form (a) Interview (i) References (r)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (presentation, (o) others e.g. case studies/visits