

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Casual Sports Coach Level 2 |
| HBC Grade: | **HBC5** |
| Service: | **Sport and Recreation** |
| Division: | **Leisure Services** |

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| **Main Purpose of the Role** |
| Responsibility for the preparation, lead and delivery of sport and leadership sessions in schools, open spaces and community venues that enthuse and promote regular sports participation. |

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| **Key Duties** | |
| **1** | Deliver sport programmes based at various sites, such as, schools, multi-skills clubs, at local authority facilities, parks, community venues or sports specific clubs. |
| **2** | Provide mentoring and support to volunteer leaders and sports coaches, to promote sustained participation within sports specific clubs and extra-curricular activity. |
| **3** | Deliver sessions to support projects led by Sports Development Team that strengthen links with local sports clubs, partnerships, schools and community groups to encourage on going participation. |
| **4** | Ensure the security and safe storage of all sports equipment and to report all instances of loss or damages. Make sure equipment is set up and taken down correctly. |
| **5** | Ensure appropriate risk assessment of the area is carried out before session/s commence. |
| **6** | Be responsible for the collection of session fees and the payment of all money to the lead/project officer were appropriate. Keep up to date records of all attendance’s and income at sessions. |
| **7** | Use and promote the Active Halton brand in all communications with the community, including traditional marketing and new media formats. |
| **8** | Signpost and support young people attending community programmes into local sport clubs and regular activity sessions. |
| **9** | Monitor and evaluate all work and produce regular qualitative and quantitative reports to the lead officer. |
| **10** | Attend relevant training courses to facilitate continued professional development and to use this knowledge to contribute to improving services delivery. |
| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
| **12** | Undertaking any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| National Governing Body of Sport coaching qualification/s - minimum level 2 or equivalent. | Affiliation/membership to NGB  Safeguarding Certificate  Equity in Coaching Certificate  First Aid Certificate | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Lead on sports coaching delivery in a community setting. | Knowledge of development pathways for young people, coaches, officials and volunteers | Relate to and adapt to all the individuals needs no matter what their ability. | Application / Interview /Assessment |
| Working with the voluntary sector in coaching/leading role | Relevant health and safety guidelines and legislation | The ability to prioritise, plan and deliver sessions. | Application / Interview /Assessment |
|  | Aware of the latest developments in the Sports NGB | Be competent at problem solving and decision- making. | Application / Interview /Assessment |
|  | Lesson Planning | The ability to persuade, motivate and support individuals. | Application / Interview /Assessment |
|  |  | Use of Information Technology (Windows packages etc) |  |
|  |  | Demonstrate a commitment to and understanding of equal opportunities and sports equity issues. | Application / Interview /Assessment |
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| **DESIRABLE** | Collating and maintaining attendance registers. | Knowledge of school/community to club link programmes |  | Application / Interview /Assessment |
| Collection of fees. |  |  | Application / Interview /Assessment |
| Special event/project organisation. |  |  | Application / Interview /Assessment |
| Sport specific coaching with target group. i.e. young people, women, girls and children aged 5+ |  |  | Application / Interview /Assessment |
| Experience of working with all age groups in the community |  |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Demonstrate a flexible approach to working patterns and the requirement to work evenings, weekends and school holidays. | A full clean driving license | Interview / Assessment / Documentation |
| A willingness to undertake and deliver training when required. |  | Interview / Assessment / Documentation |
| This is a customer-facing role and the applicant is required to speak fluent English |  | Interview / Assessment / Documentation |
| You will be required to wear a uniform at all times. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** | **19.7.21** |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.