

##### Job Description

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| **Department:** | Health & Wellbeing |
| **Section:** | Sport & Recreation |
| **Location:** | **Crosby Lakeside Adventure Centre** |
| **Post:** | **Sports Development Coach (Grade D - SCP 5&6)** |

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| **Responsible to:**  **Responsible for:** | Development Manager/LeadCoach (Watersports & Adventurous Activities) & Operations  Managers on shift  N/A |

**Job Purpose:**

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| To deliver a wide range of sport, recreation and physical activity programmes to children and young people in Sefton. Operate Pay & Play and assist in centre cleaning.  Delivery of high-quality coaching sessions, maintenance & Pay & Play. Safety of customers, all  staff, cleanliness of the Centre & general duties as directed by the management team. |

**Main Responsibilities:**

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|  | To assist with the planning and delivery of quality coaching programmes at Crosby Lakeside Adventure Centre. |
|  | Encouraging a fun, friendly and professional atmosphere ensuring all those taking part are properly guided and always supervised. |
|  | To deliver a well-balanced, structured, and high-quality programme of adventurous activities with educational outcomes. |
|  | Undertake administrative duties, including the completion of relevant paperwork associated with monitoring and evaluation. |
|  | To comply with relevant policies and procedures including Health and Safety and Child Protection. |
|  | To adhere to appropriate codes of conduct and good practice guidelines. |
|  | To commit to undergo further training and development as the role requires. |
|  | Be aware of and committed to equal opportunity principles and comply with the Council’s equal opportunity procedures. |
|  | To be responsible for the setup, storage, and maintenance of equipment. Ensure all public areas inside and out are clean, clear of obstructions and free from litter, ensuring high cleaning standards are maintained. |
|  | To work a range of hours including evenings and weekends. |
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|  | To operate Pay & Play, dealing with and helping customers in getting the Pay & Play equipment ready. |
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|  | Willingness to gain in-house training to deliver a range of in-house activities. |

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|  | |  | | --- | | To take responsibility and supervise Pay & Play and assist customers using a safety boat,  helping customers on and off the lake as necessary. Keeping check of the times and the  number of users on the lake. | |

# Management Arrangements

The post holder may from time to time conduct the role in a variety of school, Leisure Centre & Community Venues, and report to the Lead/Duty Coach (Watersports & Adventurous Activities) & the Operations

Manager on shift.

## Special Conditions

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not ‘protected’ (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

For further information, please refer to DBS filtering guidance at www.gov.uk/dbs.

## General Conditions

1. The post will involve both evening and week-end work and work during unsociable hours.
2. A casual car user allowance is payable.
3. The Council operates a no-smoking policy.
4. This job description is a representative document. Other similar duties may be allocated from time to time, commensurate with the general character and grading of the post.
5. The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.
6. All staff are responsible for the implementation of the Health & Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.
7. The Authority has an approved Equality Policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe, and promote the Equality Policies of the Council.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

1. Since confidential information is involved with the duties of this post, the post holder will be required to always exercise discretion and to observe relevant codes of practice and legislation in relation to data protection and personal information.
2. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

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| **Prepared by:** | Calvin Healey |
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| **Designation:** | Development Officer |
|  |  |
| **Date:** | April 2025 |



##### Person Specification

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| **DEPARTMENT** | Health & Wellbeing |
| **SECTION** | Sport & Recreation |
| **LOCATION** | Crosby Lakeside Adventure Centre |
| **POST** | **Sports Development Coach** |
| **GRADE** | SCP 5&6 |

\* Candidate’s suitability will be measured by assessment in the following ways**.**

**A** – Application Form: **I** – Interview: **R** – References: **X** - Interview Exercise(s)

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|  | Criteria | **Essential** | **Desirable** | **Assessment** |
|  | **Experience;** |  |  |  |
| 1 | Previous work within an adventure centre or the leisure industry. | **** |  | A, I |
| 2 | Previous experience of supervising staff |  | **** | A, I |
|  | **Knowledge of;** |  |  |  |
| 3 | The national sporting infrastructure - Sport England, County Sports Partnerships, Community Sports Networks, NGB’s - RYA, BC, MTA as examples |  | **** | A, I |
| 4 | Local government sport, leisure, education departments, including relevant strategies (Every Child Matters, PE, and Sport Strategy for Young People & Whole Sport Plans) |  | **** | A, I |
| 5 | Water sport and outdoor activity licences and accreditation. | **** |  | A, I |
| 6 | Have an understanding of social inclusion issues. |  | **** | A, I |
| 7 | Able to demonstrate a knowledge and understanding of Health and Safety principles and procedures in leisure facilities. | **** |  | A, I |
| 8 | Able to demonstrate a knowledge and understanding of good customer care. | **** |  | I |
| 9 | Knowledge of the leisure industry (e.g., who provides leisure facilities, how they are provided and why) | **** |  | A, I |
| 10 | Knowledge of rules, regulations and bylaws that might apply in a leisure facility. |  | **** | A, I |

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|  | **Criteria** | Essential | Desirable | Assessment |
|  | **Skills;** |  |  |  |
| 11 | Able to communicate effectively. | **** |  | I |
| 12 | Ability to follow emergency procedures and make sound judgements in potentially difficult or stressful situations. |  | **** | A, I |
| 13 | Able to apply rules and regulations to properly control customer behaviour. | **** |  | A, |
| 14 | Leadership Qualities | **** |  | A, I |
| 15 | Calm under pressure, confident and outgoing. | **** |  | A, I |
| 16 | Able to work as part of a team or on own initiative | **** |  | A, I |
| 17 | Leads by Example | **** |  | A, I |
|  | **Qualifications;** |  |  |  |
| 18 | Hold coaching qualifications in a range of watersport and land based adventurous activities.  E.g., RYA dinghy, powerboat, windsurf & paddlesport instructor, British Archery & CWI | **** |  | A, I |
| 19 | Hold as a minimum RYA Level 2 powerboat or willingness to attain this award |  | **** | A, I |
| 20 | Hold RYA safety boat award or willingness to attain this award |  | **** | A, I |
| 21 | Hold appropriate National Governing membership if this is required to maintain qualifications | **** |  | A, I |
| 22 | Hold appropriate First Aid Certificate | **** |  | A |
| 22 | Personal proficiency awards in water sports or adventurous activities. |  | **** | A |
| 23 | Evidence of continued professional development. |  | **** | A |
|  | **Other;** |  |  |  |
| 24 | Full Driving licence. |  | **** | A |
| 25 | Must attend ongoing training and NGB Qualifications (or replacement qualifications). | **** |  | A |

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