

JOB DESCRIPTION

Post Details - Primary

Job Title	Casual Assistant Sports Coach		
Service	Sports Development		
Job Location	Various		
JE Number	JE391	Grade	3

Post Details – Other

Political Restriction?	None
DBS Check required?	Enhanced DBS Essential
Responsible to	Physical Activity and Sports Development Officer
Responsible for	N/A

Main Purpose of Post

To support the delivery of sport and physical activity programmes across the Derbyshire Dales.

WHEN CARRYING OUT DUTIES TAKE RESPONSIBILITY FOR:

The safety of participants and volunteers; whilst ensuring the positive promotion and effective delivery of sports programmes.

Main Duties and Responsibilities

1	To support the delivery of a range of sports and activities, adapting sessions for the participant's needs. Including the set up and clear down of the session.
2	To supervise and ensure the safety and welfare of all participants attending the coaching / activity sessions.
3	To encourage and support participants to join in activities and deliver small group activities.
4	To support the delivery of enrichment activities as part of the Holiday Activity and Food programme based around healthy eating, physical and mental wellbeing, arts and crafts, etc
5	Attending the relevant training sessions, workshops and CPD to enhance delivery capabilities and ensure that qualifications are kept up to date.
6	Ensuring that all equipment relating to activities and events is maintained to a high standard. Any equipment which is in need of repair should be identified as not fit for purpose for participants.
7	To communicate effectively with the Physical Activity & Sport Development Officer / Club & Participation Officer reporting on the operation of the coaching programme highlighting any matters which require corrective action
8	To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the work offered.

General Duties and Responsibilities

Equalities - The Council aims for equality in the provision of its services and in carrying out its public functions. All employees will implement and promote its Equality and Diversity policy in their own work.	
Code of Conduct - Your duty is to serve the Council as a whole in providing advice, implementing its policies and delivering services to the local community. In performing your duties, you must comply with the Employee Code of Conduct.	
Health & Safety – The Council’s policy needs full co-operation from all employees who are expected to give all possible assistance towards its successful implementation and to take reasonable care of their own safety and that of others.	
Staff Development - The Council's Performance & Development Review (appraisal) is an integral part of Derbyshire Dales District Council's performance management framework as well as a key employee development procedure. Those with managerial responsibility must ensure that all staff with contract hours within their section receive an annual performance & development review (PDR).	
Data protection - The Council is committed to maintaining the privacy of all its staff and customers. It expects all staff to handle individuals' personal information in accordance with the Data Protection Act 2018 in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.	
Climate change- The Council is committed to being carbon neutral in respect of its own emissions by 2030 in line with the Climate Change Act 2008. All employees are expected to give due consideration to the climate change and other environmental impacts of the decisions they take during the course of their employment	
Safeguarding children and vulnerable adults- all employees and Councillors have a duty of care for the safeguarding of children and vulnerable adults. Any concerns about the behaviour of a member of staff or service users must be reported immediately, in confidence, to a Director. Posts working directly with children and/or vulnerable adults will be designated to require a Disclosure and Barring Service (DBS) check before appointment and a recheck every 3 years.	
Date this Job Description last amended	February 2023

Signed by Jobholder	
Print Name	
Date	

PERSON SPECIFICATION

JOB TITLE	Casual Assistant Sports Coach
JE NO	JE391

	ESSENTIAL (Must be met to be considered for interview)	DESIRABLE (Required to perform job to high standard)	AITD
SKILLS AND ABILITIES	<p>Excellent communication and inter-personal skills.</p> <p>The ability to work as part of a team.</p> <p>Willingness to work unsociable hours including evenings and school holidays.</p> <p>Ability to inspire and motivate others.</p> <p>To have awareness of health and safety procedures to keep yourself and others safe.</p> <p>To have good timekeeping skills.</p>	Excellent organisation skills.	A/I/T
KNOWLEDGE	<p>Ability to adapt activities appropriately depending on the needs of the participants.</p> <p>Committed to the principle of equal opportunities.</p> <p>An understanding and awareness of child protection issues.</p>	Have an understanding of session planning and a variety of games.	A/I/T
EXPERIENCE	<p>Experience of sports coaching, working with young people, delivering activity sessions.</p> <p>Experience of playing a number of different sports.</p> <p>Can show passion for sport / physical activity</p>	<p>Experience of working with and/or coaching people with disabilities.</p> <p>A basic understanding of Sports Development initiatives.</p>	A/I/T
QUALIFICATIONS	<p>GCSE Maths and English language grade C / 4 or above or equivalent</p> <p>Has played sport or takes part in sport / physical activities.</p> <p>Passionate about sport / physical activity.</p>	<p>An Activator / Sports Leader (any level) / National Governing Body Level 1 / Coaching Assistant qualification</p> <p>Level 1/2/3 Sports Coaching Qualification from a school or college / BTEC Sports Coaching</p> <p>UK Coaching qualifications. E.g. Safeguarding</p> <p>First Aid Qualification.</p>	A/D
OTHER REQUIREMENTS	Be willing to travel around the district in order to deliver sessions.	Ability to travel around the District independently.	D

Assessed by: A = Application form I = Interview T = Test D = Documentary Evidence