

# JOB DESCRIPTION

## Post Details - Primary

Job Title	Casual Sports Coach		
Service	Leisure		
Job Location	Various		
JE Number	JE149	Grade	5 + £2.00 p/h market supplement

## 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 ensure the delivery of high quality sports programmes in school and community settings.

### 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	Undertaking the coaching to the general public of any sporting activity as arranged by Derbyshire Dales District Council.
2	Supervising and ensuring the safety and welfare of all participants attending the coaching/activity sessions.
3	In certain cases acting as head coach and supervising other coaches at the sports session.
4	Ensuring that all equipment is used efficiently and reporting any defects or matters in need of corrective attention.
5	Collecting and accounting for fees and charges from those attending the activities.
6	Liaison with other sports coaches employed by the authority to ensure a uniform approach is delivered.
7	Reporting regularly to the Physical Activity & Sport Development Officer 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 and casual workers 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 casual duties, you must comply with the Employee Code of Conduct.

**Health & Safety** – The Council's policy needs full co-operation from all employees and casual workers 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 for employees with contract hours. Casual workers do not have a performance & development review meeting (PDR) given the nature of their contract.

**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 (employees and casual workers) 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**

**Signed by Jobholder**

**Print Name**

**Date**

# PERSON SPECIFICATION

JOB TITLE	Casual Sports Coach
JE NO	JE149

	<b>ESSENTIAL</b> (Must be met to be considered for interview)	<b>DESIRABLE</b> (Required to perform job to high standard)	<b>AIT D</b>
<b>SKILLS AND ABILITIES</b>	<p>Excellent communication and inter-personal skills.</p> <p>The ability to work as part of a team.</p> <p>Excellent organisation skills.</p> <p>Willingness to work unsociable hours including evenings and weekends.</p> <p>Ability to enthuse and motivate others.</p> <p>Ensure that a high standard of customer care and a quality service is maintained at all times.</p> <p>To have due regard for safety issues at all times and to work in a manner to protect own, colleague's and others' health and safety.</p>		A/I/T
<b>KNOWLEDGE</b>	<p>Knowledge of planning activity sessions effectively, demonstrating progression throughout.</p> <p>Committed to the principle of equal opportunities.</p> <p>An understanding and awareness of child protection issues.</p> <p>Be willing to travel around the district in order to carry out sessions.</p>	The ability to evaluate activity sessions effectively.	A/I/T
<b>EXPERIENCE</b>	<p>Experience of coaching young people.</p> <p>Experience of planning and delivering sports activity sessions.</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
<b>QUALIFICATIONS</b>	A National Governing Body (NGB) qualification at level 2 or above - or working towards this qualification	<p>Sports Coach UK (SCUK) FUNdamentals qualification.</p> <p>Sports Coach UK Working with Disabled Sports people qualification.</p> <p>Recognised First Aid Qualification.</p> <p>Sports Coach UK Safeguarding and protecting children qualification.</p>	A/D
<b>OTHER REQUIREMENTS</b>	Full Driving Licence		D

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