

# SPORTS COACH

**Description:**

Do you have a coaching qualification or would like to work towards one?

Coventry Sports Foundation are looking to recruit enthusiastic coaches to join our Sports Development Team to deliver high quality sports sessions in schools and sports centres.

Candidates will be delivering PE lessons and breakfast, lunch and after school clubs.

**Benefits include:**

- Free use of our facilities over three sites (Xcel Leisure Centre, Alan Higgs Centre & Centre AT7)
- Excellent training and development prospects

**Department:**

Sports Development

**Hours:**

Variable

**Hourly Rate:**

£8.21

**NOTE:** This post is subject to DBS clearance.

Applicants must be registered on the DBS

Update Register or be willing to apply for DBS clearance through Coventry Sports Foundation.

For an application pack please visit [www.covsf.com/jobs](http://www.covsf.com/jobs) or contact [recruitment@coventrysports.co.uk](mailto:recruitment@coventrysports.co.uk)

This is an on-going vacancy.

## Employment Specification



**Job Title:** Sports Coach

**Job Purpose:** To assist with the organisation, development and delivery of all aspects of the Schools' PE Programmes and all other Community Development programmes.

**Responsible To:** Sports Development Officer

**Responsible For:** Further Education and Work Placement students associated with the project.

### **Main Tasks:**

- To regularly deliver the prescribed number of coaching sessions to those schools who are associated with the School Curriculum programme and out of school clubs.
- To deliver coaching sessions as organised within the objectives of the project's school and community outreach programme.
- To always deliver coaching sessions in a manner consistent with sound coaching principles and the social objectives of the project, adhering to the project's unit and lesson plans.
- To be actively involved in Sports Development issues outside of coaching programmes, including events, meetings and activity promotion as directed by the Sports Development Manager.
- To assist in the planning, review and development of all new and existing unit and lesson plans and Sports Development work programmes.
- To maintain all administrative records relating to coaching sessions and programme development, as directed by the Sports Development Manager.
- To attend all project review and forward planning meetings.
- To set up and break down equipment as necessary for sessions, adhering to the correct procedures for the safe handling and storing of equipment.

- To ensure that adequate standards of Health & Safety considerations are maintained at all times, in accordance with the Health & Safety policy.
- To undertake regular stock checks of project equipment, reporting all losses and damages.
- To respond to accidents with the appropriate measures of first aid, ensuring that all records relating to accidents are completed immediately afterwards.
- To perform facility duties as required by the sports development officer when not otherwise engaged with or required for project coaching responsibilities.
- To contribute to the professional development and guidance of Further Education and Work Placement students.
- To seek personal professional development by pursuing relevant experiences and appropriate qualifications.
- To attend regular internal training days to improve subject knowledge.
- To attend safeguarding training within the company and adopt its policies.
- The employee will be required to work and carry out the tasks as defined in the Employment Specification at a range of sites that are either operated or managed by the Foundation.
- To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities between the facilities of the company.
- To generally help promote the work and public image of the company, by always maintaining high standards of personal appearance and adopting a friendly but professional approach to the public.
- To undertake other duties, as specified by Line or Senior Management which are appropriate to the level and general responsibilities of the post.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

## Person Specification

### Sports Coach

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<p>At least one Level 2 NGB qualification or equivalent</p> <p>First Aid qualification</p> <p>Experience of planning and delivering sports coaching as a volunteer or in paid employment in either a school, club or community setting</p>	<p>Relevant Safeguarding, Equity and Coaching Disabled Performers training.</p> <p>Experience of working with disadvantaged groups</p> <p>Experience of working with special needs children</p> <p>Understanding of PE delivery in schools</p> <p>Experience of monitoring/evaluation of</p>
<b>Knowledge &amp; Skills</b>	<p>Coaching Skills</p> <p>Ability to plan &amp; deliver high quality, varied &amp; effective coaching sessions</p> <p>Health and Safety issues surrounding sports activities and facilities</p> <p>Organisational, planning and administration skills</p> <p>Excellent Communication skills</p> <p>Excellent leadership skills</p> <p>Ability to adapt sessions appropriately dependent on the needs of the group</p>	<p>Relevant knowledge and experience of sports development, including club and coach development</p> <p>Organisation of competitions</p> <p>Basic IT knowledge, numeracy and literacy</p> <p>Knowledge of relevant national governing body programmes, policies and procedures</p> <p>Continually working towards sports coaching qualifications</p>
<b>Personal Qualities</b>	<p>Ability to work on own initiative &amp; lead a team of people</p> <p>Adaptable, approachable and flexible</p> <p>Good understanding of safeguarding, health and safety and sports equity principles, policies and procedures.</p> <p>Ability to travel between sites in a working day.</p> <p>Must be able to work unsociable hours – including evenings and weekends</p>	<p>Ability to be positively persuasive and motivate individuals and teams</p> <p>Supportive qualities that will encourage young people in the support of their personal goals</p> <p>Broader interests relating to sport and leisure activities</p>