

## Job Description

<b>Job Title</b>	Casual Leisure Coach 2
<b>Grade</b>	£13.40 Per Hour
<b>Reporting To</b>	Operations and Compliance Manager/Active Wellbeing and Partnership Manager

### Purpose

To independently plan and deliver high-quality sports coaching sessions, providing leadership, guidance, and mentoring to Level 1 coaches, assistant coaches, and sports volunteers. The role is responsible for creating and maintaining a safe coaching environment, developing progressive coaching programmes to enhance performance, and monitoring and evaluating sessions to support continuous improvement and meet funding and reporting requirements. The post holder will also contribute to the marketing and promotion of sports programmes

### Main Duties And Responsibilities

#### Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

#### Coaching & Session Delivery

- Lead the delivery of a range of physical activity programmes, including Pickleball sessions at Level 1 and Level 2, Badminton at Level 1, Balance-ability as the lead coach, and multi-sport sessions as the lead coach.
- Plan, prepare and lead structured activity sessions in line with organisational standards and National Governing Body guidance.
- Deliver engaging and inclusive multi-sport programmes as a lead coach, adapting sessions to suit different needs and abilities.
- Support participant development, confidence and enjoyment through progressive and well-structured activities.
- Equipment setup, safe use, and pack away.

#### Customer Experience & Engagement

- Create a welcoming, inclusive and motivating environment for all participants.
- Act as a positive role model promoting active and healthy lifestyles.
- Provide clear communication and guidance to participants and parents/carers.
- Encourage progression and ongoing participation in programmes.

## Professional Development and Collaborative Working

- Support and mentor Leisure Coach Level 1 staff or assistants during sessions.
- Work collaboratively with the leisure team to support programme delivery and events.
- Attend training, briefings and development opportunities.
- Maintain a professional appearance, punctuality and positive attitude.
- Engage in continued professional development, maintaining up-to-date knowledge, qualifications and best practice

## Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Take responsibility for health and safety within sessions, including risk assessments.
- Ensure safeguarding policies and procedures are followed at all times.
- Report any concerns, incidents or accidents in line with organisational procedures.

## Other:

- Any other duties commensurate with the grade.

## Role Specific Knowledge, Experience And Skills

### Qualifications

- Level 2 UK Coaching Certificate (UKCC) Coaching Qualification
- First Aid, General Safeguarding
- DBS Enhanced Clearance.
- *Desirable – Working towards a level 3 coaching qualification*

### Knowledge & Skills

- Sound knowledge of sports coaching principles and session delivery
- Knowledge of creating and maintaining a safe coaching environment, including health & safety and safeguarding requirements
- Understanding of progressive coaching programmes to develop participant performance
- Knowledge of monitoring and evaluating coaching sessions for continuous improvement
- Awareness of reporting requirements for funded programmes
- Ability to plan and deliver sports coaching sessions independently
- Ability to produce structured coaching plans and progressive programmes
- Strong leadership skills, with the ability to guide and mentor Level 1 coaches, assistant coaches, and volunteers
- Effective communication skills with participants, staff, volunteers, and stakeholders
- Ability to monitor, evaluate, and reflect on coaching practice
- Organisational skills to manage sessions, resources, and environments safely
- Ability to contribute to programme marketing and promotion activities

### Experience



ACCOUNTABLE



AMBITIOUS



RESIDENT  
FOCUSED



PROFESSIONAL

- Experience delivering sports or physical activity sessions without supervision
- Experience leading or supporting other coaches, assistants, or volunteers
- Experience planning and delivering progressive coaching sessions
- Experience working within a structured sports, education, or community setting

## Additional Information

Ability to travel across the Borough and work from various locations.

A flexible working approach to accommodate service needs.

Be able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

This post is not covered by National Joint Council (NJC) terms and conditions and has not been subject to job evaluation. Pay is therefore applied as a market supplement and will be reviewed periodically.

### Health & Safety Considerations:

- Lone working
- Working outside
- Working with children
- Exposure to persons with challenging or aggressive behaviour

**Approved By: Sarah Robertson, Active Wellbeing and Partnership Manager**

**Date Of Approval: 29/04/26**



ACCOUNTABLE



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PROFESSIONAL