Isle of Anglesey County Council

Job Description / Person Specification

PART A

Job Title: Sports Development Coach

Post Number:

Service / Section: Regulation and Economic Development Service

Grade: 3

Overall Job Purpose:

- The post holder will be responsible for delivering safe, professional and well-structured inclusive coaching sessions in order to maximise participation in physical activity. The Sports Coach will be required to deliver Mon Actif's full range of programmes including: extra-curricular sessions, leisure centre sessions and any other appropriate coaching. The Sports Coach will promote physical activity and well-being by providing a professional and welcoming environment.

- To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

- To deliver safe, fun, appropriate and progressive coaching sessions, in line with National Governing Body standards, in a positive and inclusive manner ensuring that all participants benefit from the experience.

- To plan and coach sessions at an appropriate level which are both challenging and diverse and meet the needs of individuals and groups attending. Coaches will be expected to adapt classes to link to specific participants within the same group, to ensure development opportunities.

- Represent our front line service (Mon Actif), and deliver effective sessions / programmes, acting as an Ambassador for the Leisure Function and Council as a whole.

- Play a key role in identifying talented young people and encouraging development through the appropriate local pathways and National Governing Bodies.

- Ensure personal appearance and behaviour is professional and appropriate clothing is worn, displaying any relevant logos.

• To always arrive at the venue in sufficient time, prior to the start of the session. As a coach, you are to be highly effective in managing and organising your schedule, ensuring that you arrive for work at the specified time which may be in advance of the coaching session, in order to check the set up. Coaches will inform the venue with at least 48 hours' notice, if they are unavailable for a session.

• Ensure that sufficient and appropriate equipment is available for the session. Ensure the safe and effective set up, takedown and storage of equipment required in the use of any given class / session / course. The venue must be left clean, tidy and secure at the end of each session.

• Prior to all coaching sessions, coaches will inspect the activity area and take any necessary steps to minimise health and safety risks. Report any defects in the building, facilities or equipment that may impact on the performance and quality of the coaching session.

• Ensure that all participants and assistants are aware of fire exits, telephone point and first aid equipment.

• Accurately carry out administration duties such as collecting admission tickets, completing consent forms and keep session registers that indicate attendance and progress. The coach must understand and demonstrate the principles of confidentiality / GDPR.

• Ensure children are supervised at all times. In circumstances where a child has not been collected from a session, the coach must remain on the premises with the child and take the appropriate steps to ensure the safety of the child until the parent or guardian arrives.

• Adhere to the safety, systems and procedures associated with the delivery of the relevant session / course. Follow the correct procedures in the event of accidents and incidents.

• Maintain any relevant qualifications (including first aid, manual handling and safeguarding) that are applicable to the post. Demonstrate a commitment to ongoing personal development: undertake training and CPD as necessary and relevant to the post.

• Coaches will also have a role in encouraging under-represented groups / young people to participate in physical activity.

• To undertake other reasonable duties as specified by their line manager.

Person Specification:	**Essential (E) Desirable (D)**
Education and Training **The minimum educational requirements/professional or vocational qualifications for the post:**	
1. Holds at least one recognised Level 1 or equivalent sports coaching qualification	**E**
2. Qualified to Level 2 or equivalent sports coaching qualification	**D**

Any specific training required for the post including Certification: **1.** First Aid **2.** Safeguarding **3.** Manual handling **4.** Violence at work	 **E** **D** **D** **D**
Key Competence Requirements **Job related knowledge:** **1.** Understanding of the latest coaching trends / techniques and performance attributes. **2.** Experience in providing class instruction and planning sessions / courses **3.** The ability to communicate in the medium of Welsh **4.** Understanding the principles of the Data Protection Act / GDPR **5.** Understanding the principles of Health and Safety, particularly risk assessment	 **E** **E** **E** **D** **D**
Specific skills: **1.** Confidence and competence in delivering sessions / classes for customers. **2.** Committed to customer care and to providing an efficient and effective quality service **3.** Must be an enthusiastic and motivated individual **4.** Able to work on own initiative or as part of a team **5.** Basic IT literacy **6.** Must be approachable and flexible **7.** Must be able to adapt and respond accordingly to change **8.** Experience in the field of coaching either in a leisure centre or school environment	 **E** **E** **E** **E** **E** **D** **D** **D**

Position in the Organisation:	
Reports to:	**Sports Development Manager**
Staff Supervised:	**none**

Working Arrangements and Conditions:	
Working Week:	Any 5 out of 7 Monday – Sunday
Identified Work Base:	Anglesey
Contracted Hours:	Casual

Language Requirements
Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☒	Level 3 ☐	Level 4 ☐	Level 5 ☐
English Language Skills (Please see the skills framework attached)						
Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☒	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☒	Level 3 ☐	Level 4 ☐	Level 5 ☐

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: July 2022

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision