

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: L1 Sports Coach		Director/Service/Sector : HR Sports development		Office Use JD Ref: 3460
Band: 2		Workplace:		
Responsible to: Specialist Casual Lead Community Sports Coach		Date: July 2020	Manager Level:	
Job Purpose: Provide an excellent coaching service to Council customers, including schools.				
Resources		Staff	None	
		Finance	None	
		Physical	Shared responsibility for the careful and appropriate use of sports equipment.	
		Clients	Duties have a direct impact upon the health and safety of customers - members of the public, adults and children, students of school age and teachers.	
Duties and key result areas: 1. Coach sports sessions, in accordance with the guidelines issued by the appropriate National Governing Body. 2. Fulfil your 'Duty of Care' by ensuring you adhere to all appropriate policies, procedures and Health & Safety regulations. 3. Ensure consistent progression of participants attending courses, assessing for awards, etc. 4. Welcome participants and provide regular feedback. 5. Keep accurate registers of attendances, if required. 6. Maintain clean and tidy facilities. 7. Move, set up and check that all sports equipment is in a safe condition. Report any faults. 8. Fulfil 'Emergency Action Plan' obligations. 9. Maintain a valid coaching qualification and follow an appropriate CPD programme. 10. Undertake any other duties, as may be reasonably required. 11. Ensure health and safety of customers at all times, and provide first aid duties as required.				
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				
Work Arrangements				
Transport requirements:		Work at sites as necessary		
Working patterns:		Evening and weekend work will be required		
Working conditions:		Both indoor and outdoor working		

PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
Level 1 Coach – relevant National Governing Body (NGB) in a sports related qualification (or equivalent) Safeguarding qualification (e.g UK Sport workshop) within 3 years Knowledge of all appropriate Health & Safety regulations. Knowledge of General Data Protection Regulations	Level 2 coaching qualification recognised by a NGB. First aid qualification. Ability to input into the session planning	Application form (a) Interview (i) Certificates. References (r)
Experience		
Coaching in range of environments and age groups Clear understanding of NGB guidelines. Familiar with Emergency Action Plans (EAP's) Ability to work alongside a variety of dance, sport and health professionals. Ability to talk to parents / carers	Experience of working in the health and fitness industry	Application form (a) Interview (i) References (r)
Skills and competencies		
Excellent motivational skills. Excellent teamwork and communication skills. Excellent customer care skills	Competent with IT Ability to support volunteers	Application form (a) Interview (i) References (r)
Physical, mental and emotional demands		
Friendly & courteous. Ability to connect with and inspire confidence in customers. Responsible, enthusiastic & decisive. Smart appearance. Self motivated, with an ability to work effectively without supervision. Fit enough to cope with the physical demands of a range of duties.		Application form (a) Interview (i) References (r)
Other		
Satisfactory DBS check. Flexible approach to working hours. A willingness to learn and commitment to continuous development Commitment to and ability to promote equality of opportunity	A commitment to 'healthy living'	Application form (a) Interview (i) References (r)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits