

Northumberland County Council
JOB DESCRIPTION

Post Title: Community Sports Coach	Director/Service/Sector : HR / Sports Development		Office Use JE ref: 3412
Band: 4	Workplace: Blyth Sports Centre		
Responsible to: Senior Development Manager	Date: June 2018	Manager Level:	
Job Purpose: Plan and deliver excellent sport and physical activity coaching programmes and services to children and adults at community venues including schools			
Resources	Staff	Responsibility for Level 1 coaches	
	Finance	Receipt and handling of customer session fees	
	Physical	Shared responsibility for the careful use of sports equipment. Customer data & information	
	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: </			

**Northumberland County Council
PERSON SPECIFICATION**

Post Title: Community Sports Coach		Director/Service/Sector:	Ref: ANJD013
Essential	Desirable		Assess by
Knowledge and Qualifications			
Level 2 Coach – relevant National Governing Body (NGB) in a sports / dance related qualification. Knowledge of all appropriate Health & Safety regulations. First aid qualification (for Sport Coaches in schools this is desirable only)	Level 3 coaching qualification recognised by a NGB.		Application form (a) Interview (i) Certificates. References (r)
Experience			
Clear understanding of NGB guidelines. Familiar with sports centre Emergency Action Plans (EAP's) Ability to work alongside a variety of dance, sport and health professionals.	Contribution to imaginative school holiday activity programmes. Experience of working in the health and fitness industry Delivery of services to disabled children and adults		Application form (a) Interview (i) References (r)
Skills and competencies			
Excellent motivational skills. Excellent teamwork and communication skills.. Excellent training and motivational skills Ability to exchange varied information both verbally and through the use of email and other electronic communication methods with a range of audiences Ability to plan own workload over several months.	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 Ability to work with vulnerable groups and individuals and adapt delivery Responsible, enthusiastic & decisive. Smart appearance. Self motivated, with an ability to work effectively without supervision. Fit enough to cope with high levels of physical activity across a number of sporting areas Ability to cope with medium periods of attention and pressure from deadlines and conflicting demands			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, (presentation, (o) others e.g. case studies/visits