



Sport Works Ltd

## JOB DESCRIPTION



Sports  
Coaching



Aspire  
Programme



A Game of  
Two Halves

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# Job Description

## **Post Title**

Multi-Sports Coach – County Durham (Saturdays only)

## **Responsible to**

Regional Manager

## **Hours**

It is anticipated that you will be working five hours per week on a Saturday, with the opportunity of additional hours on evenings and in the school holidays.

## **Salary**

£8.00 - £15.00 per hour (inc. VAT) dependent upon experience and relevant qualifications.

Specific salary and expenses will be confirmed in writing prior to engagement.

## **Job Purpose**

To plan, deliver and manage a co-ordinated programme of high quality, professional sporting activities which reflect the needs of individuals within the County Durham area. You will play a central role in enabling the Company to achieve its strategic objective of enhancing physical health, educational achievement and employment for individuals throughout the North East region.

**Main Duties & Responsibilities**

To prepare and implement well-structured and progressive programmes ensuring a high quality, enjoyable experience centred on the needs of the participants.

To deliver sporting and educational programmes, encouraging attendance in particular by children and adults who do not usually participate in sport or physical activity.

The post holder will be engaged in delivering sports sessions at various sites across the North East region.

The post holder will be subject to an enhanced Disclosure Barring Service check.

## **Key Responsibilities**

### **1. Sports Coaching & Educational Tutoring**

- a) To support work with partner organisations to ensure that young people are retained in sport through high quality coaching.
- b) To assist in the development of participant health, fitness, sporting proficiency and educational attainment through a structured programme.
- c) To be responsible for the supervision of participants in their care and to ensure that those participants are provided with an enjoyable and learning focused experience.
- d) To maintain current knowledge of relevant National Governing Body programmes, policies and practices.
- e) To carry out administrative duties as necessary e.g. maintain accurate attendance registers, collect monies, carry out risk assessments, etc.
- f) To assist in the collation and evaluation of management information.
- g) To attend regular meetings with management and key partners as and when necessary.

### **2. Child Protection**

- a) Knowledge of child protection legislation including safeguarding and best practice in sport and education.
- b) To report any suspicions or reports of abuse against staff or participants.

### **3. Health and Safety**

- a) To ensure that all activities are delivered within a safe, controlled environment.
- b) To be responsible for supervising participants between the contracted hours and ensure safety and wellbeing at all times.

### **4. Additional Key Duties**

- a) To engage with children and parents where applicable.
- b) To represent Sport Works in a professional manner.
- c) Prepare session templates & reports to the Business Manager as required.
- d) To administer First Aid where required and to accurately record and report any injuries or accidents.
- e) Any other duties considered appropriate to the role.

<b>Area</b>	<b>Essential</b>	<b>Desirable</b>
Knowledge / Training / Qualifications	<p>Hold a minimum of one, Level Two Sports Coaching qualification (as recognised by Sport England).</p> <p>First Aid Qualification</p> <p>Safeguarding and Protecting Children training (or equivalent)</p> <p>Enhanced Criminal Records Bureau Disclosure</p>	<p>Working with Disabled Performers training (or equivalent training).</p> <p>Additional Sports Coaching qualification at level one or above.</p> <p>Knowledge of Long Term Athlete Development and in particular the FUNdamentals activity stage, movement skill and sports literacy development.</p>
Aptitude and Skills	<p>Demonstrate good organisational and planning skills.</p> <p>Ability to plan progressive, developmental sport and educational programmes.</p> <p>Ability to contribute to work as part of a team, also being able to work independently and on own initiative.</p> <p>Effective communication skills.</p> <p>Excellent time keeping skills.</p>	
Work Experience	<p>A minimum of one year experience of sports coaching or within an educational environment; establishing, delivering and co-ordinating programmes for different populations.</p> <p>Experience of coaching in a wide range of environments including schools, club and community settings.</p>	<p>Experience of working with disabled participants.</p> <p>Experience of organising sporting competitions.</p> <p>Experience of line managing a small team within the Sports Coaching and/or Education field.</p>
Personal Skills	<p>Ability to develop and implement high quality, varied and creative programmes focusing on a person-centred approach.</p> <p>Ability to inspire, motivate and encourage people through sport.</p>	

	<p>Ability to adapt sessions appropriately dependent on the needs of participants</p> <p>Excellent communication and interpersonal skills, the ability to communicate with people at all levels.</p> <p>Excellent planning and organisational skills.</p>	
<p>Additional Requirements</p>	<p>Good understanding of Child Protection, Child Development, Health and Safety and Sports Equity principles, policies and procedures.</p> <p>Commitment to continuous professional development and willingness to undertake training where necessary.</p> <p>Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.</p> <p>Confident with a high degree of motivation.</p> <p>Commitment to equal opportunities.</p> <p>A flexible attitude to working, willing to work evenings and weekends.</p> <p>Ability to travel independently.</p>	