

**LINCS INSPIRE LIMITED**

**JOB DESCRIPTION**

Job Title:	<b>Community Sports Coach</b>
Accountable to:	Senior Sports Development Officer
Grade:	PG 5 £20,440

**Overall Purpose of the Role**

- To deliver sporting and physical activities that meet the needs of target groups contributing to an overall increase in participation locally. The programme may include coaching, leading or facilitating sporting activities based within a variety of community settings.
- To ensure the wellbeing of all participants and provide a safe environment for all activities.
- To be a proactive member of the team, ensuring a professional approach is applied at all times to meet the aims and objectives of the company.
- To deliver high quality customer service and customer satisfaction at all times.
- To have a flexible approach and be able to deliver curriculum upskilling to teaching staff, PPA lessons including practical PE and classroom lessons based around principles of exercise and nutrition

**Responsibilities**

- Under the direction of the Senior Sports Development Officer deliver a range of activities that support the needs of a range of participants in a range of settings. Delivery will be within a changeable timetable that supports the achievement of the departments performance management targets.
- To prepare and implement well-structured and progressive coaching sessions ensuring a high quality, enjoyable coaching experience centred on the needs of the participants. All activities should be delivered to minimum operating standards.
- To deliver Bikeability programme within the National Standards Framework attending to all associated health and safety elements to ensure safe delivery. To at all times work within the agreed National delivery ratios and not deviate from this.
- To deliver social inclusion sessions out of normal working hours working with hard to reach young people such as young offenders or those at risk of offending, drug and alcohol misuse or antisocial behaviour within estate based settings working alongside Humberside Police and NELC Young People Support Service.
- To attend to all health and safety aspects within delivery including carrying out pre session safety checks, ensuring participants have consent to take part or in the case of adults and elderly that they are fit to take part before the activity commences. To attend to any accidents or incidents within sessions and ensure that these are reported as per departmental policy.

- To accurately record monitoring data from all sessions as set out within departmental policies and transfer on to computer spreadsheets on a monthly basis. To keep records of all participant consent and ParQ information and ensure it is present at all sessions.
- Under the guidance of the Senior Sports Development Officer deliver a range of sports or physical activities within primary school settings in line with the National Curriculum and ensure that a 6 week progressive programme of session plans is written for each sport that can be delivered as part of Teacher Upskilling programmes. Working with teaching staff to assist them in their own personal development and ensure that they develop the skills, confidence and ability to deliver that sport after the programme.
- Deliver a range of sports or physical activities within primary school setting a part of a schools PPA delivery assuming full teaching responsibility of a class and deliver PE lessons within the National Curriculum providing planning and assessment information to the school as required.
- Under the guidance of the Senior Sports Development Officer deliver sports or physical activities for young people, adults, older people, people with disabilities or special needs and people from target groups such as women, black and minority ethnic groups and those living in disadvantaged communities and areas of deprivation
- To ensure that all activities delivered are suitable for the target groups and particularly to those who may require special consideration such as the elderly and people with disabilities.
- To support work with clubs and community groups/ organisations to ensure that people are retained in sport through high quality professional coaching including encouraging participants and signposting to accredited clubs as appropriate.
- To be a positive role model, creating a supportive and fun environment in which to motivate target groups to participate in sport and physical activity and help to change their physical activity habit for life.
- To maintain current knowledge of relevant National Governing Body programmes, policies and practices.
- To carry out duties in accordance with various policies including safeguarding children, vulnerable adults, equal opportunities, health and safety etc.
- To carry out other administrative duties as necessary such as maintaining income registers for paying in, produce promotional materials for sessions working with communication and marketing team and writing or regular case studies to evidence impact for funding partners.
- To follow appropriate monitoring and evaluation procedures thereby ensuring that objectives and agreed standards are met locally and that all information is accurately recorded.
- To attend regular meetings with key partners as and when necessary including the Community Sports Coach team meetings
- To develop and maintain effective and positive working relationships with all partners and community organisations.
- To be committed to your own continuing professional development (CPD) to enable you to develop the role further. To attend 3 yearly Safeguarding and First Aid courses in line with minimum operating standards. To attend any new courses to assist with securing new commissioned work as appropriate.
- To be prepared to carry out work during evening and weekend periods as required.
- To work well within a team approach to delivery but also to work alone as required
- The post holder will be responsible for supporting/mentoring apprentices when shadowing activities, this will be on an as and when required basis and usually one or two apprentices are employed within the service annually. In addition the post holder will also be required to support volunteers or work experience students on placement (up to six times per year) within Sports Development, this will include allocating tasks, providing feedback on progress and assisting their future development.

**Accountabilities:**

**3.1. Delivering Results**

- Ensure accurate recording of all information relevant to each session delivered including consent forms, registers, health and safety documentation and other associated information. Session reports and case studies to be produced periodically to measure impact.
- Ensure that good relationships are built up with delivery customers, such as schools, to increase the longevity of contracts with these partners.
- Post holders must understand that they are at all times representing Lincs Inspire and as such should portray a positive and professional attitude at all times.
- Ensure that all delivery is on time in line with requirements of the hirer and that all health and safety requirements are fulfilled.
- To implement delivery times for Bikeability in line with ratios and Department for Transport National Standards.

**3.2. Managing Resources**

- The post holder will be responsible for the safe use of a company vehicle if required to carry sports equipment to be used for the delivery of various activities or events. The is as and when required, with busy periods during school holidays. The vehicle is based at a Lincs Inspire site and not taken home.
- The post holder is responsible for the safe use of third party buildings and sports grounds when these are used to deliver out-reach activities and hire by the company.
- The post holder will be responsible for the handling of cash (ranging between £50-300 generated at community activities) and cheques in relation to activities or event and must complete the relevant income paperwork to account for this.

**3.3. Compliance with Statutory Regulations**

- Ensure full compliance with health and safety procedures including staff:participant ratios.
- Ensure Bikeability delivery is in line with Department for Transport National Standards.
- Ensure Sports Coach UK Minimum Standards for Deployment is complied with throughout delivery.
- Fully understand and apply all relevant operational procedures and standards including safeguarding policy and procedure including reporting mechanisms.
- Fully understand that Fleet regulations are understood and complied with throughout any journey, both using company vehicles and own transport.
- Ensure lone working policy is understood and complied with.

**4. Contacts and Communications**

- The post holder will need to establish internal and external relationships. These will include teachers, local authority employees, Humberside Police, the Humber Sports Partnership, funding partners, outside agencies, voluntary sports sector, and other bodies involved in sport projects.

- Excellent working relationships will also be essential for a range of participants including children, young people, adults, elderly and the disabled.
- Contact with participants of all ages including participants, school teachers, parents and commissioning agents.

## **Decision Making – Planning, Creativity and Innovation:**

### **5.1. Planning**

- The post holder must provide written session plans for all sessions to include 6 week programmes of Curriculum Upskilling in Primary Schools that teaching staff can utilise as a learning aid. All school sessions need to show progression and be planned with the National Curriculum requirements being met throughout.
- Arrival at sessions must be prior to given times in order that appropriate checks and set up can be undertaken prior to delivery.
- Bikeability delivery requires the post holder to attend the area to be delivered in prior to delivery in order that appropriate roads and routes can be established and risk assessed.
- Planning meetings must be attended as required.

### **5.2. Creativity and Innovation**

- The post holder will be expected to problem solve issues within their area of responsibility where possible. They will be bound by standard procedures and policies.
- Some element of initiative will be required when planning for specific projects and also when delivering coaching sessions to various target groups.
- Flexibility and the ability to adapt activities is essential to reflect the needs of the participants across a range of delivery.
- Imagination and creativity required when developing new programmes of activity to suit ever changing needs of participant and commissioning agents.

### **5.3. Decision Making – Discretion**

- The post holder will be required to work within generally defined guidelines in relation to the standards and procedures for delivering sessions.
- The types of decisions that the post holder will be required to make will be focused on the way in which activities are delivered.
- May be required to use judgement/discretion in dealing with non routine matters for which there may not be a readily available precedent.

### **5.4. Decision Making – Consequences**

- Any effect of a decision is likely to be short term, readily identified and remedied with minor impact.
- Possible consequences of these decisions may be on the quality of service that is received by customers impacting on satisfaction levels.
- The exception is Bikeability where the consequences of the wrong decision could potentially result in serious injury or death on the road.

## **Working Environment:**

### **6.1. Work Demands**

- The post holder will work within a programme of set tasks as part of a structured work programme.
- Work may be subject to change as a result of cancellations or amendments to programmes of activity.

#### 6.2. Physical Demands

- The post holder will be required to deliver sports coaching and training activities and will carry out normal office duties weekly.
- The delivery of activities will require carrying and lifting of equipment.

#### 6.3. Working Conditions

- Conditions will vary from normal office circumstances to working in other facilities inside and outside depending on the activity being delivered.
- The majority of work will be delivered in the community at sports facilities, parks and other appropriate venues.
- Flexibility in work patterns is essential as evening and weekend work is required.
- Delivery timetables are subject to frequent changes.
- Lone working will be a condition throughout delivery

#### 6.4. Work Context

- The post holder will experience challenging clients through the nature of the project. This may occur in an external environment as opposed to the normal workplace due to the outreach nature of the work.
- Lone working will be a feature of this role particularly out of the workplace within a delivery context as appropriate.
- To commit to CPD and attend 3 yearly updates for relevant qualifications

Knowledge and Skills	Essential or Desirable	Assessment Method (Application/ Interview)
<b>Demonstrates a track record or undertaking work of a similar nature and gaining experience in:</b>		
Proven experience of working in sports development or a related field	<b>E</b>	<b>A/I</b>
Experience of organising and implementing delivery of sport sessions for people of all ages and abilities	<b>E</b>	<b>A/I</b>
Experience of completing health and safety checks and monitoring information within sessions to enable evaluation of delivery.	<b>E</b>	<b>A/I</b>
Experience of writing session plans to a National Curriculum Standard	<b>E</b>	<b>A/I</b>
<b>Demonstrates a knowledge of:</b>		
National Curriculum requirements for physical education and experience of delivering in a primary school setting	<b>E</b>	<b>A/I</b>
Volunteer to sports coach pathway and experience of mentoring and supervising volunteers, work placements and apprentices within a delivery setting	<b>D</b>	<b>A/I</b>

National Outcomes Framework for Bikeability delivery including the Highway Code	E	A/I
Workings of National Governing Bodies, voluntary and community groups including local sports clubs	E	A/I
Health and Safety policies, Sports Coach UK Minimum Standards for Deployment and requirements for safe delivery across a range of different remote setting including estate based work, schools delivery , community sessions and Bikeability	E	A/I
Issues relating to working with young offenders or young people at risk of offending, drug and alcohol misuse or anti-social behaviour	E	A/I
Safeguarding Children and Adults policies and procedures and the ability to identify potential issues and report in line with LSCB and company guidelines	E	A/I
Performance information knowledge	D	A/I
Knowledge of issues relating to partnership working	D	A/I
Issues relating to lone working	E	A/I
<b>Evidence the following skills and abilities:</b>		
Deliver a range of sports to all ages and abilities including children, young people, adults, elderly and disabled.	E	A/I
Effective interpersonal skills, the ability to lead and motivate and to communicate professionally both verbally and in writing with a range of customers and colleagues	E	A/I
Ability to manage difficult situations including challenging and potentially violent behaviour	E	A/I
Ability to work individually and also as part of a team, displaying initiative and organisational skills are paramount to the post	E	A/I
Effective problem solving, decision making and prioritisation skills	E	A/I
Ability to adapt sessions on the spot	E	A/I
Presentation skills	D	I
Effective use of ICT	D	A/I
General admin skills including case study writing	E	A/I
Resource management	D	A/I
<b>Education and qualifications:</b>		
Level 2 National Governing Body of Sport qualification in a National Curriculum sport	E	A
IDTA Dance Teacher qualification with relevant experience	D	A
First Aid	E	A
Safeguarding Children preferably LSCB Level 1	E	A
Bikeability Instructor qualification	E	A
Range of Level 1 National Governing Body qualifications	E	A
Level 2 Gym Instructors	D	A
Equity in your coaching training	D	A
Coaching Disabled Performers training	D	A
Supplementary disability specific awareness training	D	A
<b>Working arrangements:</b>		
Ability to travel around North East Lincolnshire	E	A/I
Requirement to work flexibly outside normal office hours	E	A/I
Appointment subject to an enhanced DBS clearance	E	

Full driving licence and ability to drive fleet vans as required
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