

Casual Sports Coach

JOB DESCRIPTION

Job Title:	Casual Sports Coach
Department:	Health & Wellbeing
Responsible to:	Sports and Facility Manager
Location:	YMCA Newark & Sherwood Community and Activity Village, Lord Hawke Way, Newark On Trent, NG24 4FH
Hours	Casual – to include days, evenings and weekends as required
Salary:	£8.75 - £12.00 per hour (depending on Qualification)

Job Purpose

- To ensure the practical, smooth running of NS YMCA sport programmes
- To aid and organise the set up of equipment for sessions
- To help and enhance bookings and the use of the village
- To help implement activities in the village based on the needs of the individuals within the community.
- To ideally commit to a block of sessions delivery to ensure the continuity of the sessions
- To build a good strong relationship with the costumers and help develop the village.
- To either be the main deliverer or support staff (qualification dependant)
- To adhere to all H&S, safeguarding and first aid requirements to ensure all users are safe.
- To help promote sessions and complete the Session admin as required

Principal Responsibilities

1. To ensure that the sessions are setup and ready for the users.
2. Being the first point of contact for session and help solve any session issues.
3. To commit to number of delivery sessions when available
4. Build relationships with the village users and families so they feel welcome
5. Plan and prepare sessions that build skills
6. Ensure the quick turnaround of sessions
7. Role will include admin duties/ handling of money and following procedures daily
8. To adhere to all H&S standards and requirements are met or issues are highlighted.

General Responsibilities

1 Other Duties

To undertake any other specific duties and responsibilities as may be assigned by the immediate Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the seniority of the post.

2 Discretion to Act

To exercise discretion in the performance of the duties of the post and to use best practice commensurate with the safety of clients and colleagues, and the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive

Management Team unless properly authorised to do so by the Chief Executive directly or through an appropriate Manager.

3 Relationships

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of Nottinghamshire YMCA. Any breach of confidentiality is extremely serious and may lead to dismissal

4 Personal Development

To play an active role in the development and implementation of your individual development plan.

5 Association Ethos

To support the Christian aims, objectives, ethos and core values of the Association. The Association is committed to equality of opportunity in recruitment, employment and service delivery and expects all staff to abide by our Equality and Diversity Policy.

6 Health and Safety

To adhere to the Association's Health and Safety policies at all times.

Line Management Responsibility:

No direct line management but the post holder will be expected to supervise temporary workers, trainees, work experience placements and agency workers as required.

PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an “A” in the final column as we will be looking for this information when Shortlisting. Please note relevant qualifications will be checked at interview.

Job Title: Activities Manager

Area	Criteria	How Assessed*
Experience	1.1 Previous experience of working within children in a sports environment	A, I
	1.2 Experience of handling sessions from the planning, setting up and taking down.	A, I
	1.3 Experience of working in accordance with established policies and procedures	A, I
	1.4 Level 1 or higher sports qualifications	A, I
	1.5 Experience of working under own initiative and within a team environment.	A, I
Knowledge	2.1 Knowledge of relevant H&S Legislation, Government Guidance and Best Practice	A, I,
	2.2 Good Knowledge of Safeguarding Policies and Procedures	A, I,
	2.3 Understanding of community cohesion and complexity of all needs and abilities	A,I
	2.4 Understanding of day to day running of the village and all procedures needed to ensure the safety of others	A, I,
Education/ Training / Qualifications	3.1 Any qualification relating to H&S ie fire safety, COSHH, working at heights or maintenance qualification and willingness to undertake further training and development	A, D
	3.2 Good level of numeracy, literacy and IT	T
	3.3 First Aid qualification or commitment to obtain qualification within 2 months of appointment	A, D
Skills & Abilities	4.1 Good verbal communication skills on the phone and in person with staff, children / young people, schools, statutory agencies and families	A, I, T
	4.2 Good written and IT skills sufficient to complete records, write accurate reports, maintain logs, write correspondence etc	A, T
	4.3 Ability to deal with stressful, difficult and challenging situations appropriately and effectively	A, I

	4.4 Ability to work on own initiative and as part of a team	I
	4.5 Ability to engage with and motivate all types of people	I, T
Other work related requirements	5.1 Ability to support the Christian core values of the Association	A
	5.2 Willingness to undergo a satisfactory enhanced DBS check	D
	5.5 Ability and willingness to provide cover where needed	I

***When Assessed** – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications (relevant qualifications will be checked at the interview stage), driving license etc

Nottinghamshire YMCA is committed to promoting diversity and practicing equality of opportunity

Nottinghamshire YMCA is committed to the protection of children and vulnerable adults