



Job Description & Person Specification



SECTION A: JOB DETAILS

Job title:	Sports Coach
Salary:	£17391 - £18282 Pro rata
Term:	6 months with potential for extension
Hours:	6 hours per week (including every other weekend) with potential for more hours.
Responsible to:	Sport and Activity Manager, SMILE Through Sport C.I.C
Responsible for:	N/A

SECTION B: SPECIFIC RESPONSIBILITIES

1. To plan and deliver coaching sessions in a range of educational and community settings.
2. Operate in accordance with national minimum standards for coaches, with the aim of exceeding these standards. Deliver activities in accordance with SMILE Through Sport guidelines.
3. Be aware of local, regional and national initiatives of sport to ensure SMILE Through Sport coordinates its work with external influences.
4. Market and promote sessions to designated target groups i.e. disabled individuals within the North East region.
5. Plan, monitor, evaluate and produce both internal and external reports in line with Key Performance Indicators as required for sessions.
6. Collect and receipt participant fees as appropriate during sessions.
7. To ensure the health, safety, welfare and supervision of participants, throughout the session, is monitored and managed appropriately.
8. Complete Risk Assessments including carrying out checks on equipment, venues and facilities.
9. To administer the necessary procedures for any incident or accident that occurs to any participant under supervision.
10. Commit to continuous professional development and organisational training requirements, to ensure you maintain your self-development.
11. To ensure high standards of customer care and a quality service at all times.

PERSON SPECIFICATION

Post: Sports Coach

FACTOR	ESSENTIAL	DESIRABLE
1 SKILLS, KNOWLEDGE AND APTITUDES	<p>Ability to organise, plan, deliver and evaluate sporting activities and sessions.</p> <p>Strong communication, interpersonal, planning and organisational skills.</p> <p>Be self-motivated.</p> <p>Ability to work within a small team with a lot of time unsupervised.</p> <p>A working knowledge of current sporting legislation, initiatives and programmes.</p> <p>Knowledge of safety requirements and child protection issues</p> <p>Understand the impact of disability on sport.</p>	<p>Understanding of the North East region and its sports partners/organisations</p> <p>Knowledge of SMILE Through Sport C.I.C and its work throughout the region</p> <p>Understand the foundations of athlete classification.</p>
2 QUALIFICATIONS AND TRAINING	<p>Qualification in Sports Coaching at Level 1 or above.</p>	<p>Coaching qualification in either boccia.</p> <p>First Aid Qualification</p> <p>Disability awareness qualification.</p>
3 EXPERIENCE	<p>Minimum of 3 months experience coaching in a sports/activity setting.</p>	<p>Work with individuals with a disability.</p>
4 DISPOSITION	<p>Passionate about disability sport and the will to succeed at higher level.</p> <p>The motivation to provide high quality sporting sessions for individuals with a disability.</p>	
5 SPECIAL REQUIREMENTS	<p>No adverse criminal record</p> <p>Must be committed to Equal Opportunities.</p> <p>Valid driving licence and regular access to effective means of transport</p> <p>Flexible working week, available evening and week-ends where required</p> <p>Able to set up, take down and transport equipment at and between venues under lone working conditions.</p>	