

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Division:</b>	PUBLIC HEALTH & PROTECTION
<b>Section:</b>	LEISURE PARKS & COUNTRYSIDE
<b>Sub Section:</b>	LEISURE CASUALS
<b>Post Title:</b>	CASUAL SPORTS COACH
<b>Vision Post Number:</b>	13560
<b>Grade:</b>	GR7
<b>Responsible to:</b>	N/A
<b>Posts Reporting to this Post:</b>	RECREATION MANAGER
<b>Team:</b>	N/A
<b>DBS Required Level:</b>	ENHANCED
<b>Location:</b>	LEISURE SITES AND COMMUNITY VENUES THROUGHOUT RCT
<b>Date of Description:</b>	APRIL 2017

### **KEY OBJECTIVES**

**To deliver safe, effective and enjoyable sports programmes or coaching sessions which meet the needs of the customers attending the sessions.  
To deliver coaching or instruction in a sport to an individual or group of customers with the purpose of developing skills, within a fun environment.**

### **SPECIFIC RESPONSIBILITY**

To supervise and encourage safe participation in the sport  
To prepare schemes of work and lesson plans for activity sessions

1. To deliver instruction and coaching in accordance with schemes of work to achieve the target outcomes and adapt delivery according to the needs of the participants.
2. To evaluate activity delivery and revise the lesson plans and schemes of work as appropriate.
3. To undertake assessments, keep records as required and provide feedback to programme managers.
4. To create an environment in which individuals are motivated to maintain an active lifestyle and continued participation in sports, at an appropriate skill level.
5. To liaise with Managers regarding the development of sports activities.
6. To actively promote and market sports classes and sports development programmes within the service and to promote Leisure for Life usage.
7. To maintain a professional approach to both customers and colleagues.
8. To ensure that the environment and any equipment used is maintained to the necessary standards prior to the start of the session.
9. Take responsibility for the health and safety of themselves and their customers including all necessary risk assessments of the activity
10. To control entry of customers (where applicable) by collecting receipts/tickets.
11. To undertake personal training and development as required
12. To contribute to one-off sports events as required
13. To work as part of a team and support other sports Coaches or Instructors, as required.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***

## PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>A Level 1 or 2 qualification appropriate for the sport being delivered in accordance with the NQF and QCF Frameworks, or an equivalent qualification as specified by the recognised Governing Body for the sport.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>First Aid at Work.</p> <p>Safeguarding and Protecting Children Training CPD.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	Experience of delivering sports based classes in a similar environment.	
<b>COMPETENCIES</b>		

<b>Working with Others</b>	<p><b>Is tactful, polite and respectful.</b></p> <p>Accepts constructive feedback from co-workers.</p>
<b>Communicating Effectively</b>	<p>Listens to and actively checks their understanding.</p> <p>Uses style of language that others can clearly understand.</p> <p><b>Thinks about and consistently uses the most appropriate form of communication.</b></p>
<b>Meeting Customer's Needs</b>	<p>Always puts the Service Users' needs first.</p> <p><b>Takes responsibility for resolving customer queries.</b></p> <p>Sets clear expectations to customers about what can be provided.</p>
Demonstrating Technical Ability	<p>Takes responsibility for keeping job-relevant knowledge up-to-date.</p> <p>Takes responsibility for identifying their own development needs and is open to learning.</p>
Achieving Results	<p>Takes initiative and can work without close supervision.</p> <p>Always completes tasks on time.</p>
Maintaining Safety and Well-being	<p>Takes responsibility for complying with all relevant H &amp; S procedures and legislation.</p> <p>Is aware of current and potential risks and hazards within their team's work area.</p>
Demonstrating Professionalism	<p>Is responsible, trustworthy and reliable and takes personal accountability for work.</p> <p>Always demonstrates that they take pride in representing the Council.</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>To work evenings and weekends where required</p> <p>Ability to travel independently throughout the County Borough Council, if required.</p> <p>To have Register of Exercise professional Membership (where applicable paid for by RCTCBC) and to maintain relevant CPD points on an on-going basis throughout employment</p> <p>All classes will be subject to monthly review to ensure viability. All new classes will be subject to a 12 week trial period to assess viability.</p>