

It is important to note that this job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Casual Gymnastics Head Coach

Reporting to: Sports Development Manager

Accountable to: Head of Sports Services

To organise, promote and deliver a varied programme of coaching suitable for the target audience, involving the set up and dismantling of equipment and ensuring participants' safety and wellbeing throughout the session.

Main Duties and Responsibilities

- To plan and provide high quality coaching and instruction and up to date advice. This will include the children's coaching programme of 5 – 15 years, and may include some coaching of adults.
- To ensure Health and Safety standards are maintained and that all users are provided with safe and secure sessions.
- To lead a team of Assistant coaches in the preparation and delivery of sessions, constantly evaluating the effectiveness of the gymnastics programme in terms of progress and improvements of participants.
- To ensure sessions follow British Gymnastics guidelines in terms of session delivery.
- To ensure that gymnastics equipment is set up safely and securely and checked prior to each session, and reporting any issues to the Duty Manager.
- To undertake administrative duties as required by the role, in particular ensuring the completion of weekly written registers and attendances and providing monthly updates on individual participant's progress.
- To administer first aid as required (if qualified) and complete appropriate records.
- To notify the Duty Manager of any issues or customer complaints that may arise during activity sessions.
- To ensure that the highest levels of customer service are maintained at all times and provide assistance and advice to customers using the facilities.
- To act in a responsible and appropriate manner at all times in accordance with the British Gymnastics Code of Conduct, ethics and best practice, reporting any concerns to the Sports Development Manager

- Undertake appropriate training, development and attend meetings as required to ensure that qualifications are kept up to date.
- To undertake any other duties as required by the Sports Development Manager or a member of the Edge Hill Sport Management Team suitable for the grade.

In addition to the above all Edge Hill University staff are required to:

- Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- Undertake appropriate training and development as required
- Participate in Edge Hill's Performance Review and Development Scheme
- Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- Demonstrate excellent Customer Care in dealing with all customers

Rate of Pay:

Level 2 / Head Coach £10.71 per hour

Hours: As required

Hours of operation: 5.5 hours per week
(Saturdays 9.00am – 3.00pm including ½ hour
break)

However, it is expected that the postholder will work flexibly according to the on-going demands of the job and responsibilities at this level.

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

It is important to note that the successful applicant will be required to undertake an enhanced disclosure for you from the Disclosure and Barring Service and that this will form part of the conditions of offer of employment.

PERSON SPECIFICATION

Gymnastics Head Coach (British Gymnastics Club Coach)

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

	Essential	Desirable
Qualifications		
British Gymnastics Coach Qualification in General Gymnastics	*	
First Aid Certificate.		*
SportCoach UK Child Protection or similar	*	
SportCoach UK Equity in Coaching or similar		*
Experience and Knowledge		
Experience of teaching gymnastics classes to a variety of age groups and abilities.	*	
Knowledge of good practices recommended by British Gymnastics regarding tuition procedures.	*	
Experience of both working as part of a team and leading a team of others in a coaching capacity	*	
To have an understanding of Health and Safety requirements within a gymnastics environment.	*	
Experience of the Gym Mark accreditation		*
Have awareness of Safeguarding and Equal Opportunities Issues	*	
Abilities/Skills		
Excellent oral communication skills and the ability to deal effectively with the public to deliver excellent customer service	*	
The ability to organise your own workload and work to deadlines often in a pressurised environment.	*	
To have a flexible and adaptable approach to work.	*	
Ability to provide lessons that are both enjoyable and informative.	*	
Able to maintain confidentiality	*	

	Essential	Desirable
Other		
Be willing undertake further training and meetings as required	*	
Willingness to participate in the Performance Review & Development Scheme.	*	