

JOB DESCRIPTION

MULTI-SPORTS COACH

September 2021

**Post Title**: Multi-sports Coach

**Responsible to:** School Sport Co-Ordinator / Head of Community

**Hours;**  Full Time

**Salary:** Competitive, depending on qualification and experience

**Location:** Various sites across the Lancaster & Morecambe District

**Job Purpose**:

To deliver high quality, multi-sport coaching sessions in schools and community settings for all ages and abilities within the Lancaster & Morecambe district. The programme aims to enable individuals to develop their skills and abilities to reach their potential and to enjoy the benefits of physical activity.

Throughout the programme, coaches will also promote positive healthy lifestyle choices and deliver educational messages through the power of sport and physical activity

**Main Duties and responsibilities;**

* To prepare and implement well-structured and progressive programmes ensuring a high quality, enjoyable experience centred on the needs of the participants.

* To deliver sport and physical activity programmes, encouraging attendance in particular by children and adults who do not usually participate in sport or physical activity.

* To deliver coaching sessions at various sites across the Lancaster & Morecambe district.

* To work evenings and weekends as dictated by the needs of the Charity.

* The post holder will be subject to an enhanced Disclosure Barring Service check.
* To represent the charity by being a positive role model, successfully engaging with participants, clients and stakeholders.
* To ensure that participants are motivated by, and retained in, sport through high quality coaching.
* To carry out administrative duties as necessary e.g. maintain accurate attendance registers, collect monies, carry out risk assessments, progress and reports that meet the needs of the charity and funding providers.
* To ensure that all activities are delivered within a safe, controlled environment.
* To deliver sessions in line with best practice guidelines in health/safety and safeguarding.
* To be aware of and comply with all relevant policies and procedures provided by the charity.
* To administer first aid where required and to accurately record and report any injuries or accidents.
* To engage with children, parents and clients where applicable.
* To provide appropriate mentoring, support, guidance and advice to other coaches, teachers and volunteers.
* To ensure all equipment associated with the coaching programme is correctly set up, maintained and transported correctly.
* To be committed to CPD and attend training course seminars and meetings as required
* To take an active role in any other duties commensurate with the post that are required to deliver the outcomes of the charity

**Person Specification**

|  |  |  |
| --- | --- | --- |
| ***Area***  | ***Essential***  | ***Desirable***  |
| Knowledge / Training / Qualifications  | Hold a minimum of one, Level Two Sports Coaching qualification (as recognised by Sport England). First Aid Qualification Safeguarding and Protecting Children training (or equivalent)  Enhanced Criminal Records Bureau Disclosure Full UK Driving licence | Additional sports coaching / activity leading qualifications at level one or above |
| Aptitude and Skills  | Demonstrate good organisational and planning skills. Ability to plan progressive, developmental sport and physical activity programmes. Ability to contribute to work as part of a team, also being able to work independently and on own initiative. Effective communication skills. Excellent time keeping skills.  | Knowledge of working with community groups including disability groups, the BAME Community, older people, LGBTQ+ and other community-based groups.  |
| Work Experience  | Experience of coaching in a wide range of environments including schools, club and community settings.      | Experience of organising sporting competitions.   |

|  |  |  |
| --- | --- | --- |
| Personal Skills  | Ability to inspire, motivate and encourage people through sport.  Ability to adapt sessions appropriately dependent on the needs of participants  Excellent communication and interpersonal skills, the ability to communicate with people at all levels.  Working knowledge or Microsoft office including outlook, work and excel. Excellent planning and organisational skills.  |   |
| Additional Requirements  | Good understanding of Safeguarding and health and safety principles, Commitment to continuous professional development and willingness to undertake training where necessary.  Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.  Commitment to equal opportunities. A flexible attitude to working evenings and weekends. Ability to travel independently |   |

To apply please send your CV and a brief cover letter explaining why you feel you are the person that we must hire. Please send your application to Janetpreston@mfccommunitysports.com