

WOKINGHAM BOROUGH COUNCIL JOB DESCRIPTION



**WOKINGHAM
BOROUGH COUNCIL**

Job Title: Assistant Sports Coach	Job Ref: 1193
Service: Policy & Partnerships	Section: Sports Unit
Reports To: Sports Development Manager	Location: Various Leisure sites
Grade:	Salary:

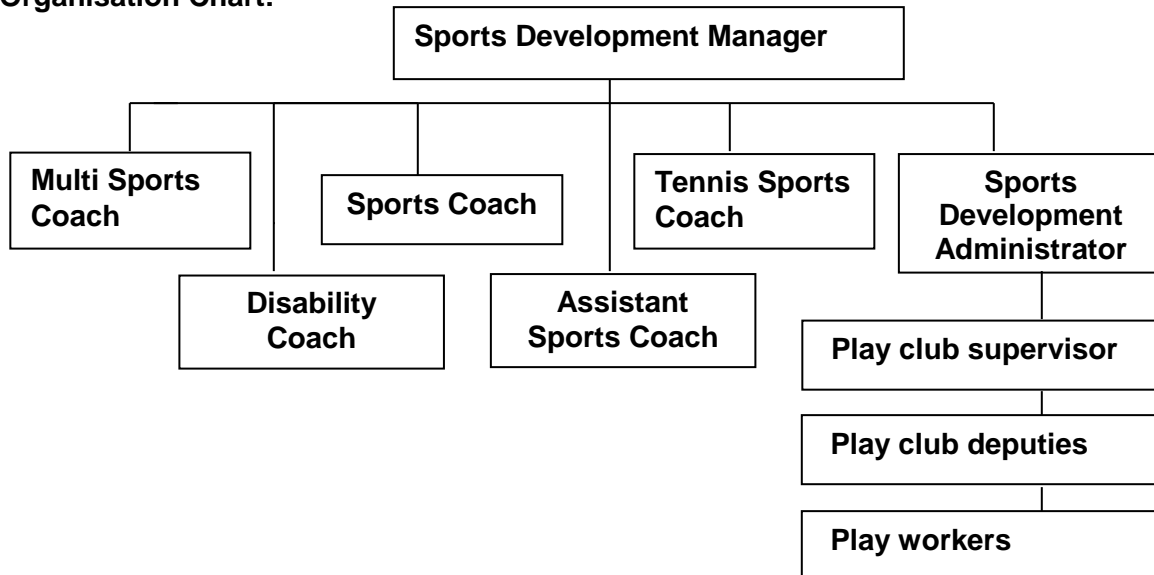
Employment Status:
Casual Staff

Hours of Work:
As and when

Job Purpose:
To promote, develop and deliver multi-sports coaching in three priority areas within Wokingham for young people

Service Purpose:
The development of facilities, policies and strategies relating to Leisure and make sure they contribute to the councils overall goals.

Organisation Chart:



Health and Safety responsibility

In accordance with the provisions of the Health and Safety at Work Act 1974 take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions

Details of service contracts managed:

Summary of Main Contacts.

All staff within Sports Development Unit

Parents

Sports Coaches

Local Community

Community Wardens

Main Tasks/Accountabilities

To assist in coaching a range of high quality sessions in a range of sporting activities that are accessible to all young people

To take positive steps to identify and overcome barriers to participation amongst young people from disadvantaged backgrounds

To assist in identifying talented young people and encourage further development

To develop and maintain effective and positive working relationships with all partners and community organisations

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications:

Previous experience in coaching either paid or voluntary
First Aid
Child Protection Qualifications (Training will be given)
Knowledge of inclusion is desirable.
A commitment to training and an understanding of Equal Opportunities is essential.
Knowledge of Health and Safety

Skills/Abilities:

Strong organisation skills demonstrating an ability to review and adapt when necessary
Good interpersonal skills, demonstrating an ability to form good working relationships with young people and coaches
To be able to communicate effectively with a range of people both written and verbally
Ability to motivate coaches, volunteers, officials, club personnel and young people
Ability to effectively manage time and work on own initiative
Ability to assess difficult situations and respond accordingly
The ability to work as a member of a team and be able to take an active role in the decision making process

Experience:

Minimum of one years experience, either paid or voluntary, coaching a range of sports to young people
An understanding of young people with disadvantaged backgrounds and their participation in sports and physical activity including their welfare
Experience in planning projects/events/activities

Special Factors:

As the post involves working with children/young people, the post holder will be subjected to an enhanced Criminal Records Bureau Check.
Travel to site visits, must hold a driving licence and have access to vehicle
The work is likely to include a number of evenings and the occasional weekend
There will be a need to lift work related equipment