

## **JOB DESCRIPTION**

<b>Job Title:</b>	Casual Sports/Dance Coach
<b>Grade:</b>	SCL Grade 2 SCP 3-5, £12.11 - £12.52 per hour
<b>Responsible to:</b>	Active Communities Development Officers.
<b>Location:</b>	Various locations across Salford.
<b>Responsible for:</b>	See Main Duties and Responsibilities.
<b>Hours of Duty:</b>	As and when required including evening and weekends

### **Purpose and Objectives of Post:**

To work as part of a small team in delivering varied fun and challenging activities, which include a variety of multi sports, recreational activities and games for children aged between 4 and 16 years at various venues and community settings throughout the City.

### **Main Duties and Responsibilities:**

1. To work as part of a small team in planning and delivering the programme.
2. To ensure that all the activities undertaken on the project are appropriate for the ages and abilities of the children.
3. To ensure the reasonable health and safety of children and team members during the programme.
4. To take account for and care of all equipment and materials provided.
5. To participate in the appropriate Induction training process.
6. To complete the relevant paperwork associated with the programme enabling a full and concise report to be drafted along with an accurate monitoring of events.

### **Corporate Responsibilities:**

7. To ensure high levels of professional conduct with particular reference to punctuality, dress, presentation and administration.
8. To ensure that customer care is the major priority for service provision.
9. To ensure the service is promoted efficiently, effectively and in keeping with the

corporate image of Salford Community Leisure.

10. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of the SCL as being keen to assist wherever possible and positively promote the work the SCL does across its various services.
11. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.
13. To comply with Salford Community Leisure's behaviour framework, which is detailed below:

**I am Professional**

I dress appropriately, I am punctual, proud, polite, approachable, responsible, accountable and reliable

**I am Respectful**

I am always open and honest. I demonstrate trust and trustworthiness. I am inclusive, fair, caring and understanding.

**I am Knowledgeable**

I want to learn more about my job, my service and the whole of SCL. I am pro-active in sharing knowledge. I am an ambassador for SCL.

**I am Passionate**

I am flexible, adaptable, positive and enthusiastic I generate a positive and fun working environment.

**I am Solutions Driven**

I have a can-do attitude, I go above and beyond, exceeding customers' expectations. I go the extra mile, I seek innovative solutions, I work effectively with colleagues in other teams.

**Review Arrangements**

The details contained in this job description, particularly the principal responsibilities, reflect the job content at the date the job description was prepared. It should be remembered, however, that it is inevitable that over time the nature of individuals' jobs will change; existing duties may be lost and other duties gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this job description from time to time and will consult regarding such revisions with the post holder at the appropriate time.

**Date, Job, & Description Prepared/Revised:**

**March 2024**

**Prepared by:**

**Stephen Gordon**

**Agreed by Post holder:**

**PERSON SPECIFICATION – CASUAL ACTIVE COMUNITIES COACH - SPORT  
SCL GRADE 2 SCP 3 - 5**

The Person Specification is an important part of the recruitment process. It should be read carefully as it will form the basis of shortlisting and ultimately, appointing the successful applicant. You must demonstrate therefore how you meet each of the following criteria in your application.

<b><u>Criteria</u></b>	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>To be measured by</u></b>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Hold a current recognised Level 1 National Governing Body Award</li> <li>• A dance teaching certificate with IDTA / ISTD / UKA / RAD or equivalent</li> <li>• Working towards further qualifications</li> </ul>	<p>C I</p> <p>I</p>
<b>Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>• Basic but up to date knowledge about coaching/teaching methods and techniques in your chosen discipline</li> <li>• Good organisational skills</li> <li>• Good communication skills</li> <li>• Able to demonstrate enthusiasm and good leadership skills</li> <li>• An understanding of the principles of active recreation.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within deprived communities, disadvantaged young people and ability to deal with localised antisocial behaviour</li> </ul> <p>Understand and demonstrate SCL's behaviours in your everyday work.</p>	<p>A I P</p> <p>A I P</p> <p>A I P</p> <p>A I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Coaching/teaching experience with Children and Young People</li> <li>• Ability to work without supervision</li> <li>• Ability to plan sessions according to the needs / abilities of the participants</li> <li>• Ability to evaluate and monitor progression</li> </ul>		<p>A I P</p> <p>A I</p> <p>A I P</p> <p>A I</p>

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>To be measured by</u>
	<ul style="list-style-type: none"> <li>Experience in organising competitions or devising and delivering 'fun day' events</li> </ul>	<ul style="list-style-type: none"> <li>Coaching/teaching experience with disabled people or experience of dealing with challenging behaviours.</li> </ul>	<p>A I</p> <p>A I</p>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Knowledge of Health and Safety at work</li> <li>Knowledge of basic First Aid</li> <li>Links with National Governing Bodies and / or Sports Clubs or schools / child care settings.</li> <li>Experience of promoting the benefits of sport, active recreation or play</li> </ul>	<p>A I P</p> <p>A I</p> <p>A I</p> <p>A I P</p>

**Method of assessment (\* M.O.A.)**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Practical, **T** = Test, **AC** = Assessment centre