

Role Profile

Job Title:	Leisure Centre Gymnastics Coordinator
Salary/Banding:	2
Role Holder:	
Department:	Participation
Location:	National Role, home based
Reporting to:	Leisure Centre Gymnastics Delivery Partner

Role Summary:

The overall purpose of this role is to create relationships with Leisure Centre Gymnastics providers at site level and in line with the Participation Department Strategy. The role involves the holder to create site level action plans focusing on creating new opportunities, increasing participation and improving the quality of gymnastics delivery and drive the implementation of these plans, to increase the participation opportunities in Leisure Centres.

Main Areas of Responsibility:

1. Create and drive site specific annual action plans

Typical Activities

- Build strong, positive relationships with Leisure Providers and Site Managers at local level, understanding their delivery needs and aspirations for gymnastics.
- Create site specific action plans detailing delivery of gymnastics across four key areas: Time, Space, Workforce and Activity leading to an increase in participation.
- Drive the delivery of the interventions within these action plans to reach agreed participation targets and measures.
- Conduct regular reviews to monitor and report on the plans against set outcomes
- Collate information regarding the workforce and CPD needs from the site specific plans and work with the Leisure Centre Gymnastics Delivery Partner to ensure the needs are met.
- Contribute to Core City delivery at local level through action planning and implementation support.

Success Measures:

- Growth in participation within Leisure Centres linked to delivery of interventions within site specific action plans
- Achievement of targets set out within site specific action plans
- Feedback from line manager, colleagues and Providers

2. Create site specific gymnastics pathways

Typical Activities:

- Work with site managers to create pathways into gymnastics through linking with the local gymnastics community e.g. schools, clubs, Further and Higher Education
- Create opportunities for local organisations to formally set-up pathways. E.g. meetings between Providers and Clubs, informal networking opportunities.
- Through directive from the Leisure Centre Gymnastics Partnership Manager, direct Leisure Providers to create pathways into other sports or activities within their sites, once their participation in gymnastics is no longer attractive. Use Gymnastics as a foundation sport to support retention into other activities available on site.

Success Measures:

- Number of pathways created within the community
- Number of internal site pathways created to support retention of participants into other sports.
- Feedback from Line Manager, colleagues and providers

3. Deliver Programme support to Site Managers and Coaches delivering in Leisure Centres

Typical Activities:

- Use data and knowledge to forward plan when workshops and orientations should be held to make most effective use of Leisure Centre staff time.
- Create annual calendars of activity linked to the action plans in order to successfully drive delivery in the most effective way.
- Deliver product orientations and workshops designed to familiarise deliverers with British Gymnastics Products and the activities available to Leisure centres
- Deliver specific workshops, provided by the Leisure Centre Gymnastics Delivery Partner to meet the needs of Leisure Centre site managers and coaches across the four key areas of support: Time, Space, Workforce, Activity.

Success Measures:

- Number of orientations and workshops delivered
- Feedback from attendees and site managers
- Evidence of the impact of the additional orientations and workshops

4. Safeguarding Responsibilities.

Risk Management/Safeguarding/Data Protection/Equality

- The role holder will be responsible for highlighting any perceived risk to the Line Manager
- The role holder will be responsible for reporting any safeguarding concerns, accidents & near misses to the Line Manager
- The role holder will comply with good practice in relation to data protection, maintaining the highest standards of confidentiality when dealing with sensitive personal or business information
- The role holder will consider equality implications in all aspects of their work

Generic

- The role holder has a responsibility to ensure they comply with BG policy in relation to safeguarding, health & safety, data protection and equality.

Role Requirements:

1. Knowledge, Skills and Expertise

This role requires the holder to oversee the creation of local site specific Leisure Centre action plans. To be successful the role holder will require knowledge and understanding of Gymnastics in Leisure Centres and the management and delivery structure of Leisure Centres at site level.

2. People

The role requires the holder to develop effective working relationships with a wide range of partners, workforce and stakeholders.

An understanding of Leisure centres and the people who manage them is required, also the ability to motivate staff to deliver agreed actions. The role also requires an understanding of the type of gymnastics delivered in Leisure Centres and therefore the type of workforce needed to deliver this successfully.

To be effective in this role the role holder requires a sense of teamwork and responsibility towards achievement of the Participation Strategy and the contribution the interventions delivered by the Leisure Centre Gymnastics Partnership Team has to this.

3. Shaping Direction

This role will require the holder to monitor the delivery and impact of site specific action plans with the objective to increase participation and the quality of gymnastics delivery within Leisure Centres. The holder will work with and influence providers to meet agreed outcomes.

In order to be successful the role holder will need a good and current understanding of the Participation Department strategy and the outcomes included to ensure work across Leisure Centres is in line with the interventions set and drives these outcomes.

4. Developing Solutions

This role requires the holder to use their initiative, analyse and resolve a number of challenges, problems and issues, including:

- Influencing site managers to implement new programmes and initiatives
- Supporting the recruitment of the right workforce to deliver gymnastics in Leisure Centres
- Finding the right time and space to deliver gymnastics within a site
- Forward planning to upscale the gymnastics provision in a site to get the most out of the space, equipment and workforce.

5. Decision Making

This role requires the holder to make suggestions or recommendations and work with a number of stakeholders to deliver the interventions within the participation strategy.

6. Communicating

This role requires the holder to establish effective and meaningful business relationships with Site Managers, community gymnastics deliverers and other stakeholders.

Communication will include: delivering presentations and workshops; contributing at and leading meetings, working groups and events; collating feedback and writing reports; representing the organisation; influencing partners; and championing BG programmes.