

Job Description

Job Title	Gymnastics Coach – Women’s Artistic (WAG)
Location	Notts Gymnastics Academy, Boundary Road, West Bridgford, Nottinghamshire, NG2 7BW
Reports to	Head of WAG
Hours	Part Time / Full Time

Purpose of the Role

Notts Gymnastics Academy (NGA) is a large club catering for over 1000 gymnasts including Preschool, GFA, Men’s and Women’s disciplines. We have a team of approximately 30 coaches supporting the delivery of these programmes. This role is within the WAG discipline to enable maximum participation and deliver high-quality coaching. The role-holder will have a passion for excellence and look at ways we can be our best and ensure the very best, athlete centred coaching is delivered. Sharing ideas to support the development of the programme as well as individual gymnastics, working on own initiative and effectively as part of a team will be essential skills for this role.

	Main Responsibilities	Average % time per week
1	<p>Coaching and tasks on the Gym floor</p> <ul style="list-style-type: none"> • Deliver high quality gymnastics coaching that is fun and engaging for children of all ages and abilities, encompassing NGA’s ‘Happy Souls’ value • Encourage the development of individuals from young grass roots level, through to competitive gymnasts, supporting their development and ownership of the required levels of focus, attitude, effort, and sportsmanship • Coach alongside & receive support and mentoring from our High Performance Coaches – embracing all opportunities to learn and progress • ‘Do the right thing’ and be: <ul style="list-style-type: none"> responsible for the preparation, running and evaluation of sessions, portraying passion and enthusiasm for gymnastics and developing the whole person responsible for the health, safety, and welfare of gymnasts in your care, specifically regarding the taking of registers and hand overs with parents and ensuring any key information from sessions are shared (e.g. follow up from an accident or injury during the session, disseminate necessary information from the Academy i.e. important dates, encouraging parental support for fundraising initiatives) 	80%

	<ul style="list-style-type: none"> Where appropriate attend selected competitions, squads and events, identified by the Head of Discipline, to support the development of gymnasts across the Academy Liaise with lead coaches across NGA, regarding the development of gymnasts with potential to move through Academy pathways Encourage and embed a culture of giving and receiving constructive feedback, to support the development of gymnasts and coaches, to strengthen both individual team members and the team as a whole To support the delivery of Academy events and activities such as club competitions, training camps, workshops, and displays - encouraging the inclusion of gymnasts across the Academy To administer first aid as required and assist with emergency first aid if necessary To be involved in the setting up and performing/recording of regular safety checks of equipment 	
2	Administration and Programme Co-ordination <ul style="list-style-type: none"> Responsible for producing regular sessions plans and being fully prepared prior to sessions with a commitment to consistently leading with purpose, eagerness and positivity helping each child to 'Be their Best' Be competent with writing & IT skills to produce and send regular gymnast reports Lead regular gymnast/parent review meetings, being confident in having open and honest conversations with regards to the development of gymnasts and a commitment to listening and understanding gymnasts/parents to develop effective working relationships To attend regular discipline meetings to ensure the effective running of the discipline and the Academy as a whole Support Academy administration tasks e.g. email correspondence, award administration, and the development of necessary resources to effectively support the initiatives of the programme To communicate clearly with other coaches, parents and wider stakeholders e.g. NGA Board, Management Committee, facility users, media 	15%
3	Other Duties <ul style="list-style-type: none"> Liaise with NGA Management Team to support media, fundraising and publicity opportunities to raise the profile and capacity of the WAG discipline and the Academy Responsible for compliance with all BG and NGA policies and procedures including but not limited to Finance, HR, GDPR, Health and Safety, Welfare, and the Standards of Conduct. 	5%

	<ul style="list-style-type: none"> • Key holder responsibilities for opening and closing the facility • Participate in NGA's Appraisal Process and uphold NGA's Values in everything you do • Present a positive image of Notts Gymnastics Academy (on and off site) and provide a professional level of customer service to the public by acting in a responsible, welcoming, helpful and professional manner at all times • To ensure that all necessary qualifications for the post are maintained / renewed and to undertake appropriate training and staff development <p>You must be prepared to:</p> <ul style="list-style-type: none"> • Work weekends and flexible hours including travel to competitions / squads • Support all areas of NGA's coaching programme as required • Undertake any other duties as required by the Head of WAG or Academy Performance Director to ensure the smooth running of the Academy • Promote the Health, Safety & Welfare of all users following BG/NGA policies & procedures 	
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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 DBS check (previously known as Criminal Records Bureau enhanced disclosure) and that this will form part of the conditions of offer of employment.

Note this job description is not exhaustive & will be subject to periodic review. It may be amended to meet the changing needs of the Academy. The post-holder will be expected to participate in this process & we would aim to reach agreement on any changes.

Person Specification

Applicants should be able to provide evidence of their ability to meet the following criteria.

Qualification / Membership	Essential	Desirable
Minimum of British Gymnastics Level 2 coaching qualification (WAG) or equivalent from other NGB's that can be verified / approved by BG	*	
Other relevant British Gymnastics qualifications e.g. Pre-school, MAG, Acro, Freestyle		*
Full British Gymnastics Membership	*	
First Aid Certificate		* willing to obtain
Safeguarding & Protecting Children certificate that is approved by BG (UK Coaching)	*	
Valid DBS certificate	*	
Valid driving licence		*
Skills and Abilities		
Experience of delivering gymnastic sessions (minimum of 3 years) within a busy working environment and being adaptive to time & space available; and/or experience of working in a similar background, achieving results and making a positive difference	*	
Able to build positive coaching relationships with young children through to teenagers, and adapting teaching style to suit a variety of age groups/learning styles within a session	*	
A relentless focus on the health, safety & welfare of gymnasts	*	
Ability to successfully manage the emotional & psychological pressures that gymnasts and parents may experience through involvement in sport	*	
Ability to evaluate and reflect upon programming, preparation, performance and wellbeing of athletes and coaches on a weekly/daily basis	*	
Ability to supervise, motivate, mentor and support gymnastics coaches	*	
Experience of working with competitive level gymnasts, motivating and supporting their preparation for events (minimum of county level competition)		*
Experience attending competitions and undertaking all necessary coaching / admin duties at events (minimum county level competition)		*
Knowledge and experience of entry process for gymnastics competitions		*
Ability to keep Health & Safety requirements in a sports environment at forefront of mind whilst performing daily duties	*	
The ability to handle a difficult situation in a professional and calm manner, and to deal with facility users, their queries & concerns with tact and sensitivity	*	
Organised and efficient, with a willingness and proven ability to work as part of a team	*	
The ability to deal with people at all levels with evidence of having provided a courteous and efficient service to the public	*	
Able to maintain confidentiality	*	

Awareness of administration requirements, understanding the importance of deadlines and can demonstrate the organisational, written and oral communication skills required to work with athletes, staff and parent/carers	*	
Personal Qualities		
Demonstrates self-belief, shows integrity & is committed to providing a high-quality service	*	
Has a passion for gymnastics and supporting people to 'be their best' with a commitment to helping every person reach their potential (gymnasts and staff)	*	
A dynamic individual with a 'can do' attitude, who is involved & committed, and is able to lead, inspire and coordinate others	*	
Ability to use own initiative and work without direct supervision	*	
Appreciation of and commitment to, the distinct culture and philosophy of Notts Gymnastics Academy		*
Demonstrates trust, openness and respect in dealing with people	*	
Flexible approach to tasks and workload	*	
Able to work unsociable hours and flexible working patterns e.g. mornings, evening, weekends	*	
Knowledge		
Appropriate / relevant professional qualifications for the role	*	
Good understanding of the characteristics and qualities that users of the Academy would expect	*	
Knowledge of Health and Safety Legislation, Standard Operating Procedures & Emergency Action Plans in relation to leisure facilities and particularly the provision of gymnastics		*
Knowledge of good practices recommended by British Gymnastics & BG Policies	*	
Understanding of GDPR, Safeguarding & Protecting Children, Equal Opportunities, and Positive Coaching with a child centred approach to learning	*	
Other		
Be willing to undertake further training and development as appropriate	*	
Be willing to support / provide training and development opportunities for NGA staff	*	
Be willing to attend and / or lead meetings as required	*	
Willingness to participate in performance review and development procedures	*	
Ability to adhere to Notts Gymnastics Academy policies and procedures	*	

Expectations and Behaviours

Notts Gymnastics Academy has three core values that are at the heart of daily life at the Academy. We expect our staff to demonstrate these values in their work and are essential to the role:

Be Our Best

Maintains a good and positive image of the Academy and is a good role model at all times. Communicates clearly & confidently with others. Demonstrates the ability to learn and develop.

Do The Right Thing

Acts in a responsible and appropriate manner at all times in accordance with the Code of Conduct, ethics and best practice. Shows initiative and takes responsibility for own actions. Complies with policies and procedures.

Happy Souls

Is open, welcoming and approachable. Respectful of others and understands that every person is important across the Academy. Offers support to colleagues in a helpful and respectful way.