

JOB DESCRIPTION

Job Title	Gymnastics Coach
Job Reference Number	YT2364
Closing Date	Sunday 14 January 2024
Interview Date	Thursday 18 January 2024
Location	Middleton Arena
Pay Band	Band 3, £21,821- £25,03 per annum (pro-rate for part time)
Hours of Work	8.50 hours per week
Accountable To	Lead Gymnastics Coach
Accountable For	Not Applicable
Special Conditions	The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role.

1. PURPOSE OF THE JOB

The purpose of the job is to deliver a professional, efficient and high quality service to customers of Your Trust. This includes working with the Gymnastics Team to deliver a safe, fun and varied gymnastic programme, following guidelines and schemes of work set out by the Governing Body, coaching and leading groups of participants and leading sessions, supporting other Coaches, organising and developing a successful programme suitable for participants of all ages.

2. DUTIES AND RESPONSIBILITIES

- a) To work as part of the Gymnastics Team, supporting the development and delivery of a high quality gymnastics programme;
- b) To support and plan the delivery of high quality gymnastics sessions to increase participation following British Gymnastics Guidelines;
- c) To follow a scheme of work and evaluate and feedback on sessions and progression of the programme and participants;
- d) To ensure all administrative duties are fulfilled, in particular class attendance registers and participants personal development portal;
- e) To ensure that all monitoring and evaluation required for programmes are complete and kept up to date;

- f) To stay up to date with guidelines and legislation from the required Governing Body, undertaking any appropriate training;
- g) To ensure that gymnastics equipment is set up safely and securely and checked prior to each session in accordance with health and safety regulations and centre operating procedures;
- h) To be polite, friendly, courteous and helpful at all times and deal with basic enquiries from customers and members of the public appropriately;
- i) To undertake other such duties and responsibilities of an equivalent nature as may be determined by your Line Manager including providing cover as necessary in the absence of staff;
- j) To work at other Your Trust venues as required to which advance notice and training will be provided if required;
- k) To wear the Your Trust issued uniform and ID badge at all times and to ensure the uniform is kept presentable.

3. ADDITIONAL DUTIES

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.
- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.
- e) Relationships - To promote positive working relationships with all internal and external parties.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

PERSON SPECIFICATION

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Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

Qualifications and Experience	Essential / Desirable	Identified By
Qualified to British Gymnastics Governing Body Level 1 or above	E	A / I
Experience of coaching gymnastics to adults or children	E	A / I
Hold Emergency First Aid or demonstrate commitment and ability to achieve within 3-6 months	E	A / I
Qualified to British Gymnastics Governing Body Level 2 or above	D	A / I
Awareness of Safeguarding in Gymnastics	D	A / I
Qualified to GCSE Grade D / 3 or above in Maths and English	D	A

Skills and Knowledge	Essential / Desirable	Identified By
Ability to develop positive relationships with stakeholders, partners and members of the public	E	A / I
Friendly, outgoing person who likes to work with different clients	E	A / I
Ability to develop and plan sessions according to the scheme of work and needs or abilities of the participants	E	A / I
Ability to work within a team with common objectives	E	A / I
Ability to follow laid down procedures, work under pressure and without constant supervision	E	A / I
Up-to-date knowledge about coaching methods and techniques in gymnastics	E	A / I
Ability to monitor progress and evaluate sessions	E	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Able to capture monitoring information such as registers and participant information	E	A / I
Excellent communication; both oral and written and excellent interpersonal skills	E	A / I
Excellent time management skills	E	A / I
Awareness of health and safety	D	A / I

Special Working Conditions	Essential / Desirable	Identified By
Able to work flexibly including weekends, evenings and Bank Holidays	E	A / I
Demonstrate commitment to Your Trust Values of Curiosity, Passion and Trust	E	A / I
High standards of personal presentation and appearance	E	I
Full UK driving licence or ability to travel around the Borough	D	A / I

Post Holder Name	
Post Holder Signature	
Date	

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Completed By: Director for Operations, Commercial and Wellness