

JOB DESCRIPTION

Job Title	Lead Gymnastics Coach
Job Reference Number	YT2363
Closing Date	Thursday 7 December 2023
Interview Date	Thursday 14 December 2023
Location	Middleton Arena
Pay Band	Band 4, £25,911 - £29,441 per annum (pro-rate for part time)
Hours of Work	37 hours per week
Accountable To	Deputy General Manager
Accountable For	Gymnastics Coaches, Assistant Gymnastic Coaches
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 leading and managing 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, supervising, guiding and leading Assistant Gymnastic Coaches and Gymnastic Coaches and organising and developing a successful programme suitable for participants of all ages.

2. DUTIES AND RESPONSIBILITIES

- a) To lead the Gymnastics Team in the design, development and delivery a high quality gymnastics programme;
- b) To lead, plan and deliver high quality gymnastics sessions to increase participation following British Gymnastics Guidelines;
- c) To co-ordinate the development of the Gymnastic Programme across all Centres in partnership with Fitness Managers and General Managers;
- d) To develop management and reporting systems to effectively manage the Gymnastic Programme and provide insight to Managers to ensure that each timetable operates commercially, efficiently and within budget;
- e) To co-ordinate monthly reporting for each venue and provide analysis, overview and action plans;

- f) To lead, supervise and guide the Gymnastic Team in the delivery of the programme including being responsible for managing rotas, recording hours and signing timesheets to ensure appropriate and safe levels of cover are maintained;
- g) To develop and co-ordinate a management system which ensures all relevant legislative documents pertaining to Coaches and qualifications is in place and up to date.
- h) To design and develop a scheme of work and evaluate and feedback on sessions and progression of the programme and participants;
- i) To ensure all administrative duties are fulfilled, in particular class attendance registers and participants personal development portals;
- j) To stay up to date with guidelines and legislation from the required Governing Body, undertaking any appropriate training;
- k) 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;
- l) To attend regular management team meetings, staff briefings and development meetings, and to ensure effective internal communication, feedback and team working as directed;
- m) To establish robust systems for data collection, registration and recording of data and to undertake monitoring and evaluation of the programmes and activities including preparation of reports as required;
- n) To be polite, friendly, courteous and helpful at all times and deal with basic enquiries from customers and members of the public appropriately.

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 2 or above	Essential	A / I
Extensive experience of coaching gymnastics to adults or children	Essential	A / I
Experience of supervising and providing guidance to Assistant Gymnastics Coaches and Gymnastic Coaches	Essential	A / I
Experience of being a Lead Gymnastic Coach with a successful programme of activity	Essential	A / I
Hold Emergency First Aid or demonstrate commitment and ability to achieve within 3-6 months	Desirable	A / I
Awareness of Safeguarding in Gymnastics	Desirable	A / I
Qualified to GCSE Grade D or above in Maths and English	Desirable	A
Hold L2 Team Leading or Management qualification or equivalent	Desirable	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Proven ability to develop positive relationships with stakeholders, partners and members of the public including effective management of compliments and complaints	Essential	A / I
Proven ability to design, develop and plan sessions according to the scheme of work and needs or abilities of the participants	Essential	A / P
Extensive and up-to-date knowledge about coaching methods and techniques in gymnastics	Essential	A / P

Skills and Knowledge	Essential / Desirable	Identified By
Ability to capture monitoring information such as registers and participant information, progression and evaluate sessions	Essential	A / I
Proactive and innovative with ability to work without supervision	Essential	A / I
Ability to co-ordinate tasks to deliver activities effectively	Essential	A / I
Ability to recruit, train, develop, mentor and supervise a team of people including setting targets and motivating staff to achieve	Essential	A / I
Friendly, outgoing person who likes to work with different clients	Essential	A / I
Excellent communication; both oral and written and excellent interpersonal skills	Essential	A / I
Excellent IT skills (Word, Excel, Outlook)	Essential	A / I
Excellent time management skills	Essential	A / I
Awareness of health and safety	Desirable	A / I

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

Post Holder Name	
Post Holder Signature	
Date	

Version: November 2020

Completed By: Head of Commercial Activity