

# Berkhamsted Gymnastics Club

## Gymnastics Coach Vacancies: Level 2

**Job Title:** Recreational/Pre-school Gymnastics Coach

**Job reference:**

BGCRECCOACH2019

**Employer:** Berkhamsted Gymnastics Club Berkhamsted Gymnastics Club is a dedicated charity, currently operating from two sites in Berkhamsted. The Charity was set up to provide a variety of high quality gymnastics activities, from recreational gymnastics classes for children aged 18mth+, to our Squad programme.

**Locations available:**

- **Ashlyns Site:** Chesham Road, Berkhamsted, Hertfordshire, HP4 3AE *Site operates:* Term time Monday – Friday; 4.00pm – 9.00pm, Saturdays; 9.00-5.00, Sundays; Party bookings
- **Gossoms End Site:** Queens Road, Berkhamsted, Hertfordshire, HP4 3HU – weekday, day time classes *Site operates:* Term time Monday, Wednesday & Friday; 8.30am – 3.00pm

**Reporting to:** Club Manager

**Summary of role:** You will be providing high quality gymnastics coaching in one and/or both above sites to boys and girls aged 18mth upwards..

**Hours available:** Minimum of 3 hours per week depending on age and qualification, however more hours can be made available for the candidate.

**Benefits include;**

- You will be provided with a minimum of one hoodie and one t-shirt which must be worn to all classes
- Excellent rates of pay – pay is dependent on qualification
- Opportunities to assist with the running of events and competitions within the club
- Pension
- Paid annual leave
- CPD opportunity

**Specific responsibilities:**

- To undergo a training period to ensure the coach has full knowledge of our systems and programmes (approximately 1/2 a day)
- Delivering high quality, safe, fun and structured recreational gymnastics classes to children aged 18mth+ to 16yrs, following the badges scheme in place at BGC
- Keeping registers up to date
- Ensuring gymnast's progression is up to date on their badge sheets (currently paper form, however soon to be electronic)
- Communicating with parents and guardians before/after the lessons when necessary.
- Ensure the lessons are of a high standard and enjoyable.
- To prepare children for the annual recreational club championships and attend the recreational club with your classes.
- To continue personal development, maintain child protection certification and first aid certification.
- Potential to be lead coach at one of our two sites

**Candidate profile:**

- Exceptional organisation and time management skills
- Good at communicating with parents, gymnasts and fellow co-workers
- A great team player
- Confident and enthusiastic in their gymnastics provision
- Able to stay calm under pressure
- Comfortable dealing with enquiries or complaints from customers
- A desire to show initiative

**Specific skills:**

- Level 2 or above British Gymnastics qualification (UK Gymnastics qualified coaches will be considered, however will be required to gain equivalent qualifications through British Gymnastics)
- Enhanced DBS check
- Safeguarding and Protecting Children Certificate
- First Aid qualification – preferably paediatric First Aid for Level 2 and above only
- Competent user of IT systems including excel
- Good literacy skills
- Full driving licence is preferred but not required; if you do not hold a licence you must be able to access your venues of work using public transport

**Contract details:**

- Hourly rate depending on qualification
- Term time hours only, however holiday hours may be available
- Paid monthly
- Tax, national insurance contribution deducted by BGC
- Pension scheme
- Paid annual leave
- Your contract will be a minimum of 1hr per week, 1 terms notice period required to terminate contract by employee, 1 months' notice period required by employer to terminate contract.
- You will undertake a minimum training period of 1/2 a day
- Your performance will be monitored on a regular basis
- Travel expense paid when required to travel to a destination other than the two training venues.

**Application instructions:**

- Send a copy of your CV with a covering letter to [manager\\_berkhamsted.g.c@hotmail.co.uk](mailto:manager_berkhamsted.g.c@hotmail.co.uk) quoting the job reference BGCRECCOACH2019. References must be available on request.
- The successful candidate will be invited for an initial verbal interview followed by a practical interview if successful.

**Contact:**

- Web: [www.berkhamstedgymnastics.co.uk](http://www.berkhamstedgymnastics.co.uk)
- Email: [manager\\_berkhamsted.g.c@hotmail.com](mailto:manager_berkhamsted.g.c@hotmail.com)
- Phone: 01442 877 014