

JOB DESCRIPTION

JOB TITLE:	Casual Sports Coach
DEPARTMENT:	Education, Sport and Culture
DIVISION:	Manx Sport and Recreation
LOCATION:	National Sports Centre
RESPONSIBLE TO:	Sports Development Officer
RESPONSIBLE FOR:	Delivery of various Sports Development Unit Initiatives, mainly the school holiday programme
TERMS:	0 Hours per week (Based on availability)

PURPOSE OF THE POST

1	To deliver various sports development unit initiatives, mainly the School Holiday programme and where necessary, any other activity as requested by the Sports Development Officers
2	Actively promote the work of the Sports Development Unit whilst promoting the benefits of a healthy and active lifestyle

MAIN DUTIES

- To plan and deliver fun and appropriate activities to all young people who attend the sessions
- To assist the lead coach of the sessions with the organisation and delivery of the activity which may include setting up of equipment, taking registers and facilitating toilet breaks plus any other appropriate task
- Ensure that the relevant equipment is available for use at all times which may involve the collection and drop-off of equipment from the NSC outdoor equipment store
- Actively promote the benefits of a healthy and active lifestyle to all young people who attend the sports development unit initiatives
- Where appropriate and/or requested to do so by the Sports Development Team, undertake additional continuous professional development training through additional coaching qualifications and staff training days
- Ensure the equipment store is kept tidy and equipment is put away appropriately at all times
- Carry out and deliver other duties as delegated by the Sports Development Team and/or lead coach where necessary

SAFEGUARDING STATEMENT

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training via induction, on-line, briefings at staff meetings inset days as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

All employees must be able to demonstrate a good record of attendance during a previous employment and show a commitment to high levels of attendance whilst working at the National Sports Centre.

The Department operates a no smoking policy for staff and public throughout all sections of the National Sports Centre.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.



PERSON SPECIFICATION

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Attributes	Essential or Desirable	Method of Assessment
<u>Qualifications</u>		
Minimum of a relevant National Governing Body Level One in coaching sport qualification	E	CV / Pre-employment Checks
Up-to-date Safeguarding and Protecting Children qualification	E	CV / Pre-employment Checks
Up-to-date First Aid (Minimum 3 hour Emergency Aid) qualification	E	CV / Pre-employment Checks
<u>Experience</u>		
Practical experience with the delivery of sports coaching in a variety of sports to children and young people aged 5 – 11 years	E	Interview / Practical Assessment
Demonstrate experience of working with children and young people with disabilities within a sporting environment	D	CV / Interview
Demonstrate experience of dealing with parents	D	Interview
<u>Knowledge & Skills</u>		
Knowledge of a variety of different sports	D	Interview
Demonstrate excellent communication skills	E	Interview / Practical Assessment
Ability to work with large groups of children either individually or as part of a team	E	Interview / Practical Assessment
Ability to maintain accurate records	E	Interview
Local knowledge of sports and sports development initiatives on the Island	D	CV / Interview
<u>Disposition</u>		
Genuine enthusiasm for sport	E	Interview
Personal integrity and ability to maintain confidentiality	E	Interview
Ability to work as a team of coaches or ability to work effectively alone	E	Interview / Practical Assessment
Self-motivated and able to motivate others	E	Interview

Can demonstrate vision and creativity	D	Interview
<u>Circumstances/Interests</u>		
Full driving license with access to a vehicle	D	CV / Interview
Satisfactory Police Check	E	Pre-employment Checks
Isle of Man Worker	D	Application