

DEARNE VALLEY LEISURE TRUST

J O B D E S C R I P T I O N

Job Title: Sports Coach, wet and dry

Workbase: Dearne Valley Leisure Centre

Responsible To: Duty Manager

Duties and Responsibilities:

1. Ensure the supervision of all users of the sports facility, whether participants or spectators, in accordance with the Rules of Management/Byelaws, or any other relevant rules/regulations.
2. Ensure appropriate and safe use of the activity area in accordance with the Normal Operating Procedure (NOP) and the Contract Specifications.
3. Carry out any administrative duties in support of the sports activity.
4. Ensure the health and safety of all sports participants, responding to emergency situations in accordance with the Emergency Action Plans (EAP) and Contract Specification.
5. Administer first aid if qualified or administer emergency aid if not qualified as required.
6. Set up or dismantle equipment or apparatus efficiently and safely in accordance with Normal Operating Procedures (NOP).
7. Ensure compliance with the Trusts Coaches' Code of Conduct and any other relevant rules/regulations.
9. Ensure the duties are carried out in accordance with the Health and Safety at Work Act 1974, any subsequent relevant legislation emanating either from the UK Government or the EEC and Codes of Practice issued by relevant governing bodies.
10. The above duties are neither exclusive nor exhaustive and the postholder may be required to assume responsibility for the performance of such other associated duties as may from time to time incidentally arise, develop or be assigned, commensurate with the grading and level of the post.

PERSON SPECIFICATION

Post Title: Sports Coach

| <u>ATTRIBUTES/REQUIREMENTS</u> | <u>ESSENTIAL</u> | <u>DESIRABLE</u> | <u>HOW IDENTIFIED</u> |
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| Education, Qualifications and vocational training | Nationally recognised qualification in the relevant sports discipline | First Aid Qualification | Application Form Certificates |
| Relevant Experience | | Previous experience of sports coaching | Application Form Interview References |
| Knowledge and Skills | Customer Care Inter Personal Skills | Operation Procedures (NOPs and EAPs) Coaches' Code of Conduct | Application Form Interview References |
| Personal Characteristics | Ability to communicate effectively. Enthusiastic Self motivated Reliable | Ability to remain calm in trying circumstances Ability to use own initiative | Application Form Interview References |
| Physical Attributes | Smart appearance. As Advised by Occupational Health | | Health Questionnaire Possible medical Interview |
| Additional Factors | Flexible Work Arrangements (at demands of the service). | Previous Evening/Weekend Working Rotas. | Application Form Interview |
| Contra-Indicators | | | |