



## Job Description

<b>JOB TITLE</b>	Gymnastics Coach
<b>SERVICE AREA</b>	Sport Coaching and Schools Programme Delivery
<b>RESPONSIBLE TO</b>	Sport & Coaching Manager and Head of Gymnastics
<b>RESPONSIBLE FOR</b>	Valley Gymnastics Academy, School, and Community Coaching Sessions
<b>CONTRACT</b>	Fixed term, September 2022 – September 2023. Extension dependent on funding.
<b>SALARY</b>	£12.50 per hour, plus pension contribution. Paid annual leave.
<b>HOURS</b>	28 hours per week over Monday, Tuesday and Wednesday, daytime, and evenings.

### SUMMARY OF MAIN DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY

#### **JOB PURPOSE**

To coach, administer, and help develop the community gymnastics programme that is Valley Gymnastics Academy, delivered by the Rossendale Leisure Trust and Valley Leadership Academy partnership. To support the planning and delivery of a coordinated programme of school-based gymnastics and multi activity coaching sessions, whilst supporting the development of teachers and assistants within the schools across Rossendale. Providing a quality coaching service that meets curriculum and national governing body guidelines, in a friendly and professional manner and ensuring that all who take part in sessions are properly guided, always supervised, and safe.

#### **MAIN CONTACTS**

Head of Gymnastics, Sport and Coaching Manager, Valley Leadership Academy, local schools – teachers and administrators, local sports clubs, and fellow School Coaches.

#### **KEY RESPONSIBILITIES**

- Proactively work alongside the Head of Gymnastics to develop the schools coaching programme and community gymnastics programme, demonstrating leadership, creativity and enthusiasm, and trust throughout.
- To assist the Head of Gymnastics in all administration relating to the collection, analysis and reporting of performance indicators and other monitoring processes, including internal and external surveys with schools and participants.
- To be aware of and comply to all relevant Health & Safety regulations and work procedures.
- To report to Head of Gymnastics or Sport Coaching Manager regarding any equipment that is defunct, dangerous or in need of repair, at the soonest possible time so that appropriate action can be taken.
- To deal with routine enquiries and complaints, to a level applicable to post or to re-direct to appropriate department/ tier/ member of staff/other source for further or more detailed assistance/information

- To attend and engage in training and development courses when additional qualifications or competencies are needed
- To work at designated facilities and communities and with identified target groups throughout the Borough
- To operate to national minimum standards for coaches and activity. To ensure continuous self-development and the update of all relevant qualifications in respect of the safe, efficient, and effective delivery
- To engage with all partners including schools' managers, teachers and support staff effectively and professionally, to ensure high quality delivery of the schools coaching programme.
- To attend staff meetings with the Schools Coaching Programme team, and as deemed appropriate by the Sport and Coaching Manager
- Identify areas to expand and increase effectiveness of the schools coaching programme, in partnership with the Sport and Coaching Manager and Rossendale School Sports Partnership.
- A willingness to learn and a desire to contribute to their own continuing professional development

### ***Schools Coaching Programme***

- To deliver school coaching sessions on a daily basis to a range of different age groups, focusing on gymnastics, FUNdamentals or movement
- To be adaptive to the requirements of the Rossendale School Sports Partnership
- Regular interaction, support of and feedback to teachers/teaching assistants within each school
- Weekly interaction and catch ups with Head of Gymnastics
- Assist with competitions delivered by the Schools Games Organiser
- Cover additional coaching sessions where necessary
- Explore opportunities to expand / develop / amend the school coaching programme, and community gymnastics programme

### ***General responsibilities***

- Work alongside other members of the schools coaching team and provide support where possible
- Work alongside RLT and other partners where required by the Sport and Coaching Manager.
- Work alongside, support and develop Assistant Coaches and volunteers involved in the coaching programme
- Bring ideas to the company for areas of development and progression
- Perform any other duties as reasonably requested.
- A concern for customer's welfare and wellbeing.

***ALL ROSSENDALE LEISURE TRUST EMPLOYEES***

- To undertake any training and development as required by Rossendale Leisure Trust Ltd and or Rossendale School Sports Partnership.
- To work Monday, Tuesday and Wednesday each week.
- To work at any of Rossendale Leisure Trust's facilities, as and when required.
- To work outside normal hours of work, as and when required,
- To abide by all Health & Safety legislation and all Policies and Procedures of Rossendale Leisure Trust Ltd.
- To maintain confidentiality and discretion in respect of the Trust's operation of its business affairs.
- To achieve and provide the highest possible standards in customer care.
- To undertake any other duties, which may fall within the nature, scope and skill levels of the post.

**MEASUREMENT:** Objectives and targets will be agreed and formally reviewed on a regular basis as part of the Trust appraisal process.

**CONFIDENTIALITY:** All information concerning the company business, employees and customers must be treated with the strictest confidentiality at all times

**NOTE:** This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes to the post holder's responsibilities.

**EQUALITY ACT 2010:** Where appropriate, the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability.

### To apply

Thank you for your interest in this new, exciting role.

If you have any questions regarding the role, please contact Paul Gallagher, Sports & Coaching Manager at [paul.gallagher@rltrust.co.uk](mailto:paul.gallagher@rltrust.co.uk)

Please apply by sending in your CV and cover letter, compiling no more than four sides of A4, stating how you meet or could meet the main requirements and responsibilities of the role. Please email your application to Paul Gallagher, Sports & Coaching Manager at [paul.gallagher@rltrust.co.uk](mailto:paul.gallagher@rltrust.co.uk)

The **closing date** for this role is **Monday 8 August 2022, at 9.30am.**

**Interviews** will be held on **Thursday 11 August 2022.**

Ideal start date for the role is week commencing 12 September 2022, but this can be discussed at interview.

**DATED:** July 2022