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| <b>Job Title:</b>      | Community Sports Coach                                                                                                     |
| <b>Reports to:</b>     | Schools Manager                                                                                                            |
| <b>Accountable to:</b> | None                                                                                                                       |
| <b>Contract Term:</b>  | (37 hour per week) 1 year fixed term, you may be required to work outside of normal office hours, at evenings and weekends |
| <b>Location:</b>       | LNER Stadium, Lincoln, LN5 8LD                                                                                             |
| <b>Salary:</b>         | £17,000                                                                                                                    |
| <b>Closing Date:</b>   | Sunday 23 February, 2020                                                                                                   |

### Job Purpose

Lincoln City Foundation is committed to create and provide opportunities that inspire and empowers individuals and communities to develop and improve their physical, social or mental well-being.

The role of a Community Sports Coach is to primarily assist the lead officer to plan, co-ordinate, deliver and evaluate a range of activities and programmes in education, sport, health and inclusion.

This role may also include working on matchday activities and seasonal events, evenings and weekends as and when required.

In line with Foundation Objectives a Community Sports Coach will:

- Work to provide safe, engaging and high-quality sports provision to all Foundation customers in line with the programme curriculum and structure
- To enhance and advance the progression of participants through programme activity, with the aim to make a positive impact on an individual's health and personal achievement
- To develop and lead sessions and be responsible for the delivery of content, administration, relevant equipment and participant contribution and involvement.

### Key Responsibilities

Main responsibilities of the role include:

- To deliver sports coaching within the programme curriculum and objectives defined by the funding stream or aims set by the lead officer
- To plan, deliver and evaluate sessions
- Be responsible for ensuring all areas of the session are completed including administration. Work with the lead officer and Operations Manager to complete required paperwork

- Collect and record participant fees (where applicable) at sessions and return all monies to the Foundation completing necessary paperwork and receipt
- To establish positive relationship with links with people of all ages by adhering to the high standard of customer service expected of all Foundation staff
- Support the management of volunteers and contribute to the integration of each volunteer into the Foundation team
- To ensure the required health & safety, welfare and supervision of participants throughout the session inline with Foundation policies and procedures
- To carry out appropriate checks on equipment, venues and facilities and to administer the necessary procedures for any incident or accident that occurs to any participant under the Foundations supervision.
- To report to the Community Sports Coach responsible for the programme area on the progress and development of the sessions regularly
- To deputise for other Community Sports Coaches during periods of unavailability in order for the Foundation to maintain consistent delivery of high-quality programmes
- To act as an ambassador for sports delivery and the Foundation encouraging positive participation for all, assisting the lead officer to meet programme targets.

### **General Responsibilities**

- Compliance with all Lincoln City Foundation policies and procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

### Person Specification

| <b>Education/Qualifications</b>                                                                                                          |           |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| Educated to degree level in a relevant subject area. BTEC/NVQ level 3/A Levels accepted                                                  | Desirable |
| NGB Level 2 coaching certificate or Qualified to Level 3 in either Personal Trainer or Exercise Referral                                 | Essential |
| Safeguarding Certificate (in date)                                                                                                       | Desirable |
| Emergency First Aid Certificate (in date)                                                                                                | Desirable |
| afPE Level 3/5 – Supporting the delivery of PE and School Sport                                                                          | Desirable |
| Multi- Skills Level 2 Certificate                                                                                                        | Desirable |
| Relevant teaching qualification (CTTLS/QTS/QTLS)                                                                                         | Desirable |
| <b>Knowledge and Experience</b>                                                                                                          |           |
| Knowledge of the school national curriculum and key targets for child development                                                        | Essential |
| Knowledge of government Physical Activity guidelines/targets & the application of National Curriculum for PE (preferably Primary school) | Essential |
| A minimum of 1 years' experience of delivering within a sports environment or educational setting                                        | Essential |
| Demonstrate a good understanding of a player pathway and talent identification                                                           | Desirable |
| Experience of developing and delivering sports and physical activities                                                                   | Desirable |
| Experience of completing monitoring reports and using evaluation tools                                                                   | Desirable |
| <b>Skills and abilities</b>                                                                                                              |           |
| Ability to work on own initiative                                                                                                        | Essential |
| Ability to communicate and engage with others (potential contacts include staff, managers, participants and parents/carers)              | Essential |
| Excellent organisational and planning skills                                                                                             | Essential |
| Participant focused and results orientated                                                                                               | Essential |
| Committed, self-motivated and driven                                                                                                     | Essential |
| Strong commitment to high quality delivery and customer service                                                                          | Essential |
| Ability to form strong and appropriate relationships, demonstrating excellent communication skills                                       | Essential |
| <b>Equality &amp; Diversity</b>                                                                                                          |           |

Version 1 Last Updated: 27.01.2020

Next Review: 27.01.2023

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| Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies                            | Essential |
| Able to work within a diverse community and draw on individual strengths to promote equality & diversity                      | Essential |
| <b>Other</b>                                                                                                                  |           |
| Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks | Essential |
| Clean driving license & access to a vehicle (or alternative transport)                                                        | Essential |
| Strive to achieve and work towards 'Lincoln City Foundation' vision and mission statements.                                   | Essential |