

## **JOB DESCRIPTION**

**POST:** Activities Community Sports Coach (Families)

**GRADE:** Grade F

**RESPONSIBLE TO:** Sports Development Officer

### **JOB PURPOSE:**

1. To increase sport and exercise provision to young people and their families in High Peak by delivering a co-ordinated programme of multi-activity sessions in community and school settings.
2. To increase activity levels for adult carers through joint sessions with young people by developing an innovative and creative programme.

### **JOB ACTIVITIES**

1. To plan structured coaching sessions appropriate to the range of participants.
2. To work in close partnership with High Peak School Sport Partnership, Primary Care Trusts, Health 4 Life and Health 4 Families Initiatives.
3. To ensure that the activity within each session offers progressive development towards defined goals as identified by Community Sports Network Steering Group.
4. To deliver the specified activities in accordance with Sport Coach UK Coaches Code of Conduct.
5. To support any volunteers and teaching staff that are involved in the programme. (Imparting knowledge, introducing coaching techniques and mentoring for coaching awards).
6. To ensure that all sessions/activities take place in a safe environment with due regard to Health and Safety recommendations: to co-operate with the council in complying with relevant Health & Safety legislation, policies and procedures in the performance of the duties of the post.
7. To demonstrate knowledge of accident, incident, and emergency procedures.
8. To carry out administration tasks, taking registers and providing monthly monitoring figures and quarterly reports to the Community Sports Network.

9. To report accident and incidents in accordance with the Council's recognised reporting procedures.
10. To be responsible for the collection and care of equipment.
11. To ensure equity in sport and physical activity and promote fair play.
12. To promote exit routes to individuals whenever possible.
13. To promote the work and image of High Peak Sports Development by always maintaining high standards of personal appearance and adopting a friendly, professional approach to the public.
14. To carry out all duties with regard to the Council's aims and objectives and performance management targets.
15. To report to and take an active involvement in the steering group on a quarterly basis, and provide regular reports on progress including accurate participation figures relating to targets.
16. To carry out any other duties, as may be identified through the Community Sports Network Steering Group, or that is commensurate with the grade of the post.

### **Corporate**

1. To comply with, and promote, the Council's Equal Opportunities policy and to ensure that all discrimination is eliminated within the Business Area referring any instances of perceived discrimination to the Business Manager.
2. To ensure confidentiality at all times in all matters relating to the work of the Council.
3. To take every opportunity, where practicable and appropriate, to use information and communication technology to improve service delivery and efficiency.
4. To carry out the above duties and responsibilities in accordance with written arrangements for health and safety and any safe systems of work identified by risk assessments.
5. To support the Council's commitment to the Eco-Management and Audit Scheme by ensuring the most environmentally friendly use of resources.

6. To apply the principles of good Customer Care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and Elected Members.
7. To work flexibly to in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.

Personnel Services  
August 2008

#### **NOTE**

The effectiveness with which the post holder performs their duties will be measured by coaching scheme monitoring and evaluation procedures.

The work will require regular attendance at times other than during normal office hours. This is an integral part of the job and will not attract additional payment. Where more than an average 37-hour week is worked, time off in lieu will be granted as workloads and deadlines permit and in accordance with the Council's flexi-time scheme.