

Job description

Job title: Sports Coach (Level 2)

Grade: 8

Job evaluation reference: IC 719

Job family: Information and Culture

Purpose and impact

The role of the Level 2 sports instructor is to design and deliver current, effective and popular sports sessions within governing body guidelines. The role aims to develop and enhance the health and wellbeing opportunities offered by Action Van, Dorset Council's mobile sports and activity service.

Key responsibilities

- Provide technical sport specific support and advice to line manager or hirers as required when they are arranging events or taking bookings.
- Design, plan and deliver innovative, progressive, motivating, and engaging sessions, that are appropriate for the ability level, size of group and the venue and meet any long-term objectives.
- Create long term coaching plans that set out objectives.
- Lead sports sessions to group, promoting sport and physical activity in a positive way.
- Build rapport with participants and develop professional relationships with them so that you can better understand them, ensure that each individual child's needs and goals are catered for and so you can control the group.
- Always encourage positive behaviour in sessions and use strategies to manage disruptive, anxious, or even intimidating, targeted physical or emotional abuse within a session.
- Use coaching principles to ensure that activities are fully inclusive, and all participants are challenged yet able to gain confidence and achieve session objectives.
- Be prepared for constant change, continually evaluate, and make effective adaptations to sessions at short notice and to any long-term programmes of work and provide guidance and support to others so that they can support disabled, reluctant, or anxious individuals within sessions.
- As the expert in specific sport and the senior member of staff on site, provide advice and support to others, deal with issues, technical problems or conflicts that arise on the day and make decisions based on knowledge and experience to keep participants and others safe whilst ensuring the sessions are still challenging, exciting and meet the long and short term objectives.
- Take responsibility for the work vehicle (large van) and any sports equipment that is taken to sessions, ensure equipment is available, set up correctly, is safe and appropriate to use.
- Frequently work remotely from line manager and unsupervised in various locations with small teams of one or two other members of staff or volunteers.
- Provide supervision, support and guidance to level 1 Sports Coach, Sports Assistant and other staff or volunteers whilst delivering the sessions.



- Make records of attendance, behaviour and achievements, health and safety or other issues and provide this to hirers or line manager when required.
- Follow instructions from line manager regarding travel, equipment, session times, venue, and any other special arrangements.
- Represent Dorset Council in a way that helps to build a positive reputation and be a great role model for an active and healthy way of life.
- Follow the council's policies regarding safeguarding.
- Be aware of health and safety issues, follow risk assessments and procedures for the Sports Development Unit, hirer and site-specific procedures and follow guidance from sport's governing body/ies.
- Drive large van (Action Van) when required and if appropriately trained.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

Reporting to: Sports Development Officer and Assistant Sports Development Officer in their absence.

Responsibility for: Level 1 coach, Sports Assistant whilst leading sports specific sessions.

Other factors

The Level 2 Sports Coach will be provided with uniform and will be expected to wear this whilst working for the council and maintain a professional image.

The candidate will be responsible for and be able to make use of a wide range of resources to support their coaching plus use of a large van to move equipment when and where required.

Action Van is a service that is available to hire during the day, evenings, and weekends throughout the year. A degree of flexibility is required from staff to help meet customer demands.

Our values

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria: you should include clear examples of how you meet these criteria within your application form and during the assessment process.

Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations Required by law or essential to the performance of the role or both	Assessed through:
1. One or more Level 2 governing body award in sport or physical activity.	Application form
2. Safeguarding training	Application form
Experience	
3. Coaching sport or exercise to a range of ages and abilities independently.	Application form
4. Supervising level 1 coach or sports leaders	Application form
5. Working in a team in a coaching or teaching environment	Application form
6. Delivering motivating, engaging and progressive and safe coaching sessions.	Application form
Knowledge	
7. Policies and guidance – have an excellent understanding of policies and guidance associated with the delivery of sports.	Application form Interview Assessment
8. Sound knowledge of safeguarding, equalities and health and safety in a sports environment.	Application form Interview Assessment
Skills and abilities	
9. Planning– able to create coaching programmes and detailed lesson plans that help to motivate individuals and meet objectives.	Interview Assessment
10. Delivery – able to deliver motivating, engaging, progressive, inclusive, effective, and safe coaching sessions and provide constant supervision and regular feedback in, sometimes, demanding situations to a range of ages and abilities.	Interview Assessment
11. Adaptable – be able to adapt activities to ensure sessions meet the needs of the group.	Interview Assessment
12. Review – good assessment and self-assessment skills so that sessions and programmes of work can be evaluated and improved upon to meet objectives.	Interview Assessment
13. Effective communication – with large groups of participants with various needs, teachers, headteachers, youth leaders, parents, members of the public and colleagues to plan, set up, run and	Interview Assessment



evaluate sessions and courses and deal with any issues that may arise with diplomacy and tact.	
14. Problem solving – able to make decisions quickly and under pressure, use own discretion and a range of strategies to ensure activities are safe and enjoyable for all and meet objectives.	Interview Assessment
15. Physically fit – be able to stand up for long periods, keep up with activities, set up and pack away equipment, support children (where appropriate) and work outdoors in all but extreme weathers.	Interview Assessment
Our values	
16. Respect	Interview Assessment
17. Together	Interview Assessment
18. Accountability	Interview Assessment
19. Openness	Interview Assessment
20. Curiosity	Interview Assessment
Other	
21. Desire to continue to improve own coaching performance.	Application form

Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.

Qualifications, training or registrations	Assessed through:
22. First aid at work	Application form
23. Generic sports coaching qualification/s	Application form
Experience	
24. Driving a large vehicle.	Application form
25. Coaching people with disabilities.	Application form
26. Planning long- and short-term coaching plans.	Application form
27. Delivering motivating, engaging, progressive, inclusive, effective, and safe coaching sessions.	Application form
28. Coaching in schools, youth clubs and children's holiday activity schemes.	Application form
Knowledge	
29. Sound knowledge of strategies to control groups and deal with behaviour issues.	Application form Interview Assessment



30. Familiar with ways to make session inclusive.	Application form Interview Assessment
Other	
31. Flexible on days and times of work.	Interview Assessment

Approval

Manager's job title: Sarah Davies

Date: March 2022

