

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.



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- 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 behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under [‘Working for Dorset Council’](#).



Person specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	One or more Level 2 governing body award in sport or physical activity.
2.	Safeguarding training
Experience	
3.	Coaching sport or exercise to a range of ages and abilities independently.
4.	Supervising level 1 coach or sports leaders
5.	Working in a team in a coaching or teaching environment
6.	Delivering motivating, engaging and progressive and safe coaching sessions.
Skills, abilities & knowledge	
7.	Planning– able to create coaching programmes and detailed lesson plans that help to motivate individuals and meet objectives.
8.	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.
9.	Adaptable – be able to adapt activities to ensure sessions meet the needs of the group.
10.	Review – good assessment and self-assessment skills so that sessions and programmes of work can be evaluated and improved upon to meet objectives.
11.	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 evaluate sessions and courses and deal with any issues that may arise with diplomacy and tact.
12.	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.
13.	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.
14.	Policies and guidance – have an excellent understanding of policies and guidance associated with the delivery of sports.
15.	Sound knowledge of safeguarding, equalities and health and safety in a sports environment.
Behaviours	
16.	Responsibility
17.	Respect
18.	Recognition

19. One Team: Collaboration
Other
20. Desire to continue to improve own coaching performance.

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations
21. First aid at work
22. Generic sports coaching qualification/s
Experience
23. Driving a large vehicle.
24. Coaching people with disabilities.
25. Planning long- and short-term coaching plans.
26. Delivering motivating, engaging, progressive, inclusive, effective, and safe coaching sessions.
27. Coaching in schools, youth clubs and children's holiday activity schemes.
Skills, abilities & knowledge
28. Sound knowledge of strategies to control groups and deal with behaviour issues.
29. Familiar with ways to make session inclusive.
Behaviours
Other
30. Flexible on days and times of work.

Approval			
Manager	Sarah Davies	Date	March 2022

