

SOUTH DERBYSHIRE DISTRICT COUNCIL

JOB DESCRIPTION

DIRECTORATE:	Environment & Communities
POST:	Casual Active Community Coach
GRADE:	Subject to project, experience and qualifications £12.65 - £19.32
RESPONSIBLE TO:	Relevant Project Manager

JOB SUMMARY:

1. To be responsible for the delivery & monitoring of quality sports, multi-sport, physical activity, health and school sports programmes to children and young people in South Derbyshire during term time, holiday periods and weekends.

MAIN DUTIES AND RESPONSIBILITIES:

1. To be part of a team of Casual Active Community Coaches in the leading of sports, multi-sport, play, physical activity, health and school sports activities to young people aged between 5 to 16 years and some 16+ activities (target age depends on scheme) across South Derbyshire.
2. To support the organisation and high-quality delivery of summer provision activities in South Derbyshire including staffing the Play Mobile, Sports Mobile and Adventure Mobile as required by the Council, primarily during holiday periods.
3. To supervise the organisation and planning of activities on a day-to-day basis and get involved in the direct delivery of the activities.
4. To maintain records of attendance at sessions, and conduct evaluation of the provision on an ongoing basis. To provide written records / plans of activities provided.
5. Such other duties as may from time to time be reasonably directed by the unit manager or his / her representative, commensurate with the experience of the post holder and the grading of the post.
6. The post holder will be required to work some evenings and weekends subject to service demands.

SPECIFIC RESPONSIBILITIES:

1. To organise and deliver a range of different sporting, play, educational and recreational activities suitable for young children and adults.
2. To be accountable to the line manager for achieving agreed service outcomes, outputs, personal appraisal targets and training in line with requirements.
3. To adopt a flexible approach to ensure all activities are safe and enjoyable and are inclusive.
4. Implement the Council's administrative procedures and safeguarding policies.
5. Work as part of a team.
6. To deliver on the mentoring programme where appropriate and follow the guidelines of the programme.
7. Deliver schools based programmes as directed e.g. Balanceability and Leadership programmes.
8. Support delivery of outdoor activities through the Get Active in the Forest programme.
9. Ensure health and safety procedures are implemented and recorded as required.
10. Attend any relevant training requirements for example, first aid, safeguarding children.
11. To allow access to a current DBS record or gain clearance through the council.
12. A full clean UK driving license, with business class insurance is desirable.