

<b>Post Title:</b>	Head Gymnastics Coach
<b>Vac Ref/Post No:</b>	2397/IHL368
<b>Salary:</b>	£22,612 - £24,912 per annum
<b>Hours:</b>	37 hours per week
<b>Base:</b>	Robin Park Leisure Centre
<b>Contract Type:</b>	Permanent

### About this role:

Robin Park Leisure Centre is currently looking for a highly motivated, professional & enthusiastic Head Gymnastics Coach to join our team. The role will involve leading a wide range of sessions including recreational, adults, squad & pre-school.

We are looking for a Head Gymnastics Coach with the skills to develop and help each gymnast achieve their full gymnastics potential. The individual will also work with the management team in developing the gymnastics programme and helping us to achieve our business strategy.

### Skills and qualities required:

Applicants must hold a minimum Level 3 Gymnastics qualification and having a women's artistic qualification would also be an advantage. A first aid certificate is desirable. You must have demonstrated experience of dealing with groups, clubs and organisations and have good interpersonal/organisational skills, along with the ability to provide a customer orientated service.

You must be able to work during the day, evenings and weekends on a rota basis.

### Additional information:

To apply for this post please visit our website to download an application form <http://www.inspiringhealthylifestyles.org/work-with-us/> quoting the above vacancy reference number, emailing back to [Jobs@ihlmail.org](mailto:Jobs@ihlmail.org).

Alternatively, you can send the application form to the HR Department, Robin Park Headquarters, Loire Drive, Wigan WN5 0UL.

Post is subject to an enhanced level disclosure check. This role is exempt from the Rehabilitation of Offenders Act 1974.

<b>Closing Date:</b>	Sunday 26 <sup>th</sup> May 2019
<b>Proposed Interview Date:</b>	To be confirmed

## Job Description

<b>Post:</b>	Head Gymnastics Coach
<b>Responsible To:</b>	Robin Park Leisure Centre Management
<b>Grade:</b>	SCP40 – SCP45 (progression applies)
<b>Hours of Work:</b>	37 hours per week. The Post Holder will be required to work weekends and evenings including bank holidays.
<b>Work Location:</b>	Robin Park Leisure Centre. The post holder may also be required to work at alternative locations as and when needed.

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## Job Purpose:

Under the guidance of Robin Park Leisure Centre Management, to develop and effective coaching infrastructure at Robin Park Leisure Centre that will provide quality coaching at recreational level within the sport

## Key Accountabilities:

1. To assist with the production and implementation of a Borough wide gymnastics development plan.
2. To be responsible for the effective delivery of a recreational programme at Robin Park Leisure Centre.
3. To assist Robin Park Leisure Centre Management with the provision of quality coaching programmes at all ability levels throughout the Borough.
4. To prepare all appropriate lesson plans for recreational classes at Robin Park Leisure Centre in line with those approved by the British Gymnastics Association.
5. To assist with the delivery of other initiatives as directed by Robin Park Management.
6. To ensure that all the equipment within the gymnastics facility at Robin Park Leisure Centre are maintained to the required standard.
7. To attend staff meetings as directed by Robin Park Leisure Centre Management.
8. To maintain accurate records and to co-operate with all monitoring and quality assurance requirements of inspiring healthy lifestyles Leisure Centres.
9. To be responsible for the completion of all administrative requirements essential with the delivery of the recreational programme of Robin Park – including management of the on-course ICT system and monitoring of both cash and direct debit payment gymnastics payments.

10. To provide assistance to customers seeking information and advice about gymnastics activities both within Robin Park Leisure Centre and the Borough as a whole.
11. To keep abreast of the latest teaching and coaching techniques
12. To comply with the standards in place to provide for the safe supervision of children and other clients.
13. To recruit, manage, mentor and monitor the performance of licensed coaches and volunteers within the gymnastics programme.
14. To lead the coaching and assist in the delivery of the gymnastics programme, coaching sessions for a minimum of 15 hours per week and when required to ensure the highest quality of coaching and service delivery is maintained.

### Other Duties And Responsibilities:

1. The above requirements of the job are intended as a basic outline. There may be other tasks related to ensuring customer satisfaction, care and safety and coaches will be expected to adopt a flexible and helpful approach.
2. All coaches will be expected to ensure they remain in possession of valid qualification certificates issued by the appropriate Governing Body of Sport.
3. Inspiring healthy lifestyles Leisure Centres are committed to meeting future conditions laid down by the National Council for Vocational Qualifications. All qualification certificates will, therefore, need to have NCVQ accreditation.
4. In addition to these responsibilities, coaches will be expected to conform to the 'Codes of Conduct' for all Inspiring healthy lifestyles Leisure Centre staff and will be expected to comply with the Scheme of Conditions of Service relating to conduct and confidentiality and with the Trust's procedures, policies and processes.
5. To be aware of and implement Inspiring healthy lifestyles Equal Opportunities Policy both in terms of employment and service delivery.
6. To effectively and pro-actively implement Health and Safety legislation and good practice.
7. To be aware of and promote a customer orientated approach.
8. To take responsibility for own self development.
9. To utilise ICT as appropriate.
10. To be aware of and implement Inspiring healthy lifestyles Leisure Centres monitoring and evaluation procedures.
12. To undertake any other duties as and when required by Management that are commensurate within the grade and job title of the post.

## Performance Measures

<p><b>Quality Improvement</b></p>	<p>Acknowledging that there is room for improvement and actively looking for ways to do things better</p> <ul style="list-style-type: none"> <li>- Open to new ideas</li> <li>- Suggests new ways of working</li> <li>- Accepts and embraces change</li> <li>- Understands the need for continual improvement</li> <li>- Seeks to improve services and customer experience</li> </ul>
<p><b>Improving own Learning and Performance</b></p>	<p>Taking responsibility for individual performance and development</p> <ul style="list-style-type: none"> <li>- Keen to learn new skills</li> <li>- Eager to attend relevant training courses</li> <li>- Shows a willingness to develop further</li> <li>- Developing own knowledge and abilities to improve customer experience</li> </ul>
<p><b>Customer Service</b></p>	<p>Putting the customer at the heart of the job and striving to deliver excellent service to every customer during each encounter</p> <ul style="list-style-type: none"> <li>- Communicates well with customers</li> <li>- Recognises diverse needs</li> <li>- Acts on feedback from customers</li> <li>- Ensures the appearance of the centre is safe, clean and welcoming</li> <li>-</li> </ul>
<p><b>Working with others</b></p>	<p>Contributing to the work of the team and demonstrating consideration of others at all times</p> <ul style="list-style-type: none"> <li>- Supports other members of the team</li> <li>- Active team member when meeting priorities and deadlines</li> <li>- Appreciates the support of others</li> </ul>
<p><b>Communication</b></p>	<p>Sharing appropriate information with customers, colleagues and management</p>
<p><b>Equality and Diversity</b></p>	<p>Treating everyone with dignity and respect, encouraging access to services for all</p> <ul style="list-style-type: none"> <li>- Demonstrates commitment to equality and diversity</li> <li>- Applies to both staff and customers</li> <li>- Challenges inappropriate behaviour</li> </ul>

<b>Health and Safety</b>	<p>Working safely and efficiently within Inspiring healthy lifestyles policies and procedures</p> <ul style="list-style-type: none"> <li>- Demonstrates knowledge of operating procedures for Inspiring healthy lifestyles Leisure Centres</li> <li>- Demonstrates knowledge of evacuation procedures and fire drills</li> <li>- Pays attention to new procedures and notices</li> <li>- Provides input to improve policies and procedures</li> </ul>
<b>Technical competencies</b>	<p>Maintaining the relevant qualifications for the role and undertaking any new training or initiatives.</p>
<b>Resource management</b>	<p>Demonstrating the need to make best possible use of resources</p>

## Person Specification: Head Gymnastics Coach

### AF – Application Form/I – Interview

	Essential/ Desirable	App Form/ Inter/Test
<b>Education &amp; Qualifications</b>		
• British Gymnastics Level 3 Coach in: General, Men’s or Women’s Artistic Gymnastics	E	A
• British Gymnastics Level 2 Women’s Artistic	D	A
• Current First Aid Qualification.	D	A
• Current Valid Driving Licence.	D	A
• Minimum of 2 GCSE’s (Grade C and over) or equivalent including Maths & English language or have the required experience	D	A
<b>Experience Relevant To The Job</b>		
• Minimum twelve months experience as a Club Coach level, responsible for Groups / classes of gymnasts.	E	A/I
• Previous experience of dealing with individuals and the public.	E	A/I
• Experience of supporting Assistant Club Coaches and volunteers.	E	A/I
• Experience of delivering recreational programmes to set standards and performance targets	D	A/I
• Previous experience of undertaking clerical work.	D	A/I
<b>Abilities &amp; Skills</b>		
• Effective organisational skills	E	A/I
• Effective written and oral communication skills	E	A/I
• Ability to undertake administrative and clerical duties.	E	A/I

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|--|---|-----|
| • Inter personal skills including friendly, outgoing personality       | E | I   |
| • Ability to work as part of a team working to defined quality levels  | E | A/I |
| • Ability to work under own initiative                                 | E | A/I |
| • Ability to provide a customer orientated service                     | E | A/I |
| • High standards of personal presentation and appearance               | E | I   |
| • Ability to train, instruct and coach people with differing abilities | E | A/I |
| • Ability to keep records and produce lesson plans                     | E | A/I |
| • Ability to see projects through to a successful conclusion           | E | A/I |
| • Ability to pursue further training opportunities                     | D | A/I |
| • Ability to train, instruct and coach people with disabilities        | E | A/I |
| • Ability to communicate with all client groups                        | E | A/I |
| • Ability to work evenings and weekends                                | E | I   |
| • ICT abilities and skills   | D | A/I |

Essential/  
Desirable

App Form/  
Inter/Test

### Knowledge & Awareness

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|---|---|-----|
| • Knowledge of Gymnastics in the National Curriculum              | D | A/I |
| • Awareness of health & Safety policies, practices and procedures | D | A/I |

• Knowledge of Teaching / Coaching techniques	E	A/I
• Knowledge of equal opportunities	E	A/I
• Awareness of promoting and marketing classes / courses	D	A/I
• An understanding of the safe supervision of children guidelines Of BGA	E	A/I
• A good understanding of British Gymnastics awards schemes & competition structures.	D	A/I
• An understanding of the needs of various client groups	E	A/I
<b>Other</b>		
• Satisfactory enhanced level disclosure check	E	

**August 2018**