

JOB DESCRIPTION

Job Title	Casual Coach - Climbing
Job Reference Number	YT2537
Closing Date	Tuesday 9 September 2025
Interview Date	Wednesday 17 September 2025
Location	Littleborough Sports Centre
Pay Band	Band 3, Step 11, £14.68 per hour
Hours of Work	Casual
Accountable To	Assistant Managers
Accountable For	Not Applicable
Special Conditions	The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role.

1. PURPOSE OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to customers of Your Trust. This includes using your skills to plan and deliver programmes and groups such as holiday clubs, sports groups and other physical activity projects in a safe and fun manner, leading on monitoring and evaluation of the activity and working as part of a team.

2. DUTIES AND RESPONSIBILITIES

- a) To plan and deliver a wide variety of climbing activities within Your Trust venues, schools and community settings including creating and producing appropriate session plans;
- b) To plan and deliver programmes than enable participants to fully participate;
- c) To plan and deliver specific programmes that increase participation for underrepresented or specific groups as agreed;
- d) To design and undertake progression, monitoring and evaluation activity ensuring accurate records of sessions are kept and requirements for funding or specific programmes are addressed;
- e) To ensure all activities are safe, high quality and instructions to individuals and groups are in line with relevant National Governing Body guidelines and the Centres operating procedures;

- f) To conduct risk assessments and always maintain high safety standards including ensuring all equipment required for sessions is checked and in a clean and safe working order and ready for use and that equipment checks are completed and recorded appropriately including the reporting of defects;
- g) To be responsible for the set up and take down of climbing equipment at sessions and events and the issuing, collecting, storing and maintain of all climbing equipment including footwear;
- h) To be responsible for Safeguarding of Children and Vulnerable Adults and First Aid including the reporting off accidents and incidents;
- i) To work within established operating guidelines and procedures and ensure compliance with all legislation and health and safety;
- j) To be polite, friendly, courteous and helpful at all times in Line with our Customer Care Charter and deal with basic enquiries from customers and members of the public appropriately
- k) To work at Your Trust and other venues across the Borough as required;
- l) To wear the Your Trust issued uniform and ID badge at all times and to ensure the uniform is kept presentable.

3. ADDITIONAL DUTIES

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of GDPR and Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.
- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.

- e) Relationships - To promote positive working relationships with all internal and external parties.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

PERSON SPECIFICATION

Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

Qualifications and Experience	Essential / Desirable	Identified by
Qualified as a Climbing Wall Instructor by Sports Governing Body	E	A / I
Experience of planning and developing physical activity sessions to children, young people or adults	E	A / I
Experience of delivering to and coaching children, young people or adults	E	A / I
Hold Emergency First Aid or demonstrate commitment and ability to achieve within 3-6 months	E	A / I
Experience of setting up and dismantling climbing equipment	E	A / I
Hold a UK Coaching qualification or have worked with disabled children, young people or adults	D	A / I
Experience of working with different disadvantaged and inactive groups	D	A / I

Skills and Knowledge	Essential / Desirable	Identified by
Ability to develop positive relationships with stakeholders, partners and members of the public	E	A / I
Friendly, outgoing person who likes to work with different clients	E	A / I
Ability to produce and deliver planned sessions according to the needs or abilities of the participants	E	A / I

Skills and Knowledge	Essential / Desirable	Identified by
Up-to-date knowledge of coaching methods to deliver sport and physical activity sessions	E	A / I
Ability to work within a team with common objectives	E	A / I
Ability to work within a team with common objectives	E	A / I
Knowledge of Safeguarding of Children, Young People and Vulnerable Adults	E	A / I
Working knowledge of health and safety within a climbing activity or event setting	E	A / I
Excellent communication; both oral and written and excellent interpersonal skills	E	A / I
Excellent time management skills	E	A / I
Excellent IT skills (Word, Excel, Outlook)	E	A / I
Knowledge of equipment maintenance within a Climbing wall / Leisure Centre environment	D	A / I

Special Working Conditions	Essential / Desirable	Identified by
Able to work flexibly including evenings, weekends and Bank Holidays	E	A / I
Demonstrate commitment to Your Trust Values of Care, People Focused, Inclusive and Excellence	E	A / I
High standards of personal presentation and appearance	E	A / I
Physically fit and able to manually handle and set up climbing equipment	E	A / I
Full UK driving licence or ability to travel around the Borough	D	A / I

Post Holder Name	
Post Holder Signature	
Date	

Version: August 2025
Completed By: General Manager