

Community Sports Coach (Casual)

**£9.30 per hour – flexible / casual hours available
(Grade 3 SCP 14 - £17,537 pro-rata)**

Newport Live is an award winning not for profit sport, leisure, arts, and cultural trust and a registered UK Charity. We have an excellent track record of delivering innovative programmes and services to our communities and residents that 'inspire people to be happier and healthier'.

We are looking to recruit engaging people who are highly motivated and passionate about sport and physical activity to become Community Sports Coaches in our highly regarded Community Sport and Wellbeing Team.

We have a range of casual flexible hours in the daytime, evenings, and weekends which might be of interest to the right person, with flexibility to suit you and any other employment you might have, as well as opportunities for a career and further training throughout the organisation.

You will be a key member of the Community Sport & Wellbeing team, with opportunities to work in a variety of settings including in the community and in schools to suit you and your skills, working with children, young people, and families who you will engage and inspire.

Your main role will be to provide, lead, and deliver sporting activities, alongside colleagues, that engage children and young people inclusively within a variety of different settings which could include schools, communities, and our leisure facilities.

You will be proactive and approachable, with the ability to engage participants and have some experience of sports coaching, volunteering in sport, or sports leadership. You will be professional at all times, passionate, flexible, and be supportive and receptive to advice, guidance, training, development opportunities, and on the job experience provided by our team of development professionals.

The successful candidate will work flexibly at Newport Live's leisure facilities, and in our schools and communities across the City of Newport where required. The post is casual and flexible in its hours and could include daytime, evening, and weekend work.

The post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Disclosing and Barring Service (DBS) check.

For an informal discussion about the post and opportunities available please email Lucy Donovan, Positive Futures Development Manager, at lucy.donovan@newportlive.co.uk to discuss the role further.

Application Process

You can download an application form and job description via the Newport Live website www.newportlive.co.uk alternatively they are available via e-mail request from jobs@newportlive.co.uk

Please return the completed application forms to jobs@newportlive.co.uk

This post is part of an ongoing recruitment process. You will be notified upon receipt of application and advised of next steps within the recruitment process.

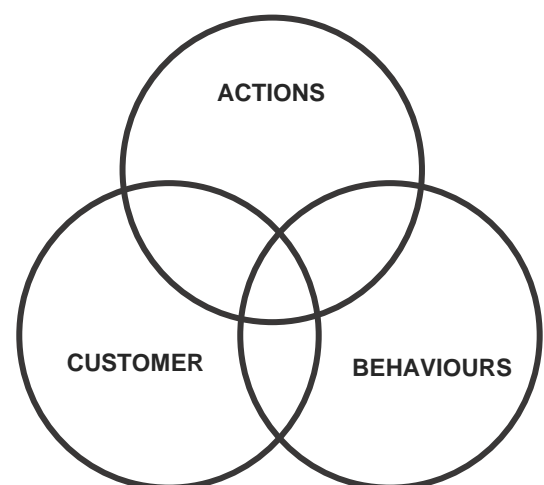
JOB DESCRIPTION

POST:	Community Sports Coach (Casual)
JOB PURPOSE:	To deliver safe, fun, and inclusive sports coaching activities across a wide variety of Community Sport & Wellbeing programmes including Positive Futures, Community Sports Development, Health and Wellbeing, and Disability and Inclusion working in areas of social deprivation, schools, leisure facilities and parks and open spaces.
RESPONSIBLE TO:	Community Sport & Wellbeing Development Managers Community Sport & Wellbeing Development Officers
SALARY:	Grade 3 (SCP 14 - £17,537 pro rata / £9.30 per hour)
KEY RELATIONSHIPS:	Community Sport & Wellbeing Team / Colleagues Newport Live colleagues in leisure facilities School and Education Teachers/Staff Community Partners / Colleagues Children, Young People, Parents, Volunteers and Young Ambassadors
BASE LOCATION:	Citywide locations including schools, communities, leisure centres, and parks and open spaces
MANAGEMENT RESPONSIBILITY:	None. Support to volunteers at sessions.

I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those this would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** To deliver coaching, sporting, physical activity, and wellbeing experiences for participants engaged in Community Sport & Wellbeing programmes, projects, and interventions in a variety of settings including working in areas of social deprivation.
- 2** To actively engage and motivate children, young people, adults, and families to participate in existing Community Sport and Wellbeing programmes.
- 3** To maintain accurate registers and administration records for all coaching sessions and activities.
- 4** To communicate effectively with the Community Sport & Wellbeing team including key contacts in schools, communities, and partner programmes as well as with children, young people, parents, and volunteers.
- 5** Be responsible for the safe preparation of facilities, spaces, and equipment as required.
- 6** Have a willingness to undertake additional training where relevant.
- 7** Be responsible for the health and safety of themselves and others in accordance with the Health and Safety at Work act 1974.
- 8** To be an ambassador for the Newport Live Brand, undertaking any other duties, commensurate with the grade and of this post as directed by the management team.

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

COMMUNITY SPORTS COACH – PERSON SPECIFICATION

Area	Essential	Desirable
Qualifications	<p>1.1 National Governing Body Award (A)</p> <p>1.2 Level 2 or equivalent in sports coaching, leadership, youth work (A)</p> <p>1.3 Certified First Aid Qualification (A,I)</p> <p>1.4 Knowledge of Safeguarding and Protecting Children Procedures (A,I)</p>	<p>1.5 Working with individuals with a disability as part of a physical activity programme (A,I)</p>
Knowledge, Skills & Competencies	<p>2.1 The ability to organise and plan structured coaching programmes and adapt to varying abilities and ages (A)/(I)</p> <p>2.2 Ability to communicate effectively (A,I)</p> <p>2.3 Able to work on own initiative and under pressure (A,I)</p>	<p>2.6 Experience of partnership working (A,I)</p>
Experience	<p>3.1 Working with children, young people and adults as part of a physical activity programme; and organising sessions (A) (I)</p>	<p>3.2 Working with individuals with a disability as part of a physical activity programme (A) (I)</p> <p>3.3 Experience of working on wellbeing initiatives (A) (I)</p>
Personal Attributes	<p>4.1 Self-motivated and enthusiastic (I)</p> <p>4.2 Reliable and Punctual (I)</p> <p>4.3 A commitment to undertake and deliver training (I)</p> <p>4.4 Enthusiastic physical activity ambassador with a passion to share knowledge and support others (A,I)</p> <p>4.5 Ability to communicate with people in a way that puts them at ease, applies empathy, understanding and support (A,I)</p>	
Other	<p>5.1 A The ability to work unsociable hours, often working evenings and weekends (A,I)</p> <p>5.2 Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Newport Live (I)</p>	<p>5.3 A full driving licence with Business Class insurance (A,I)</p>

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre