

Job Description

Post Title	Pathways Coordinator [Gymnastics]
Division	Sport & Active Lifestyles
Section	Sport Development
Location	City Wide

Responsible To:	Senior Development Manager [Sport]
Responsible For:	Gymnastics Coaches & Volunteers

Job Purpose

1. Implement, manage and deliver sustainable gymnastics activity in Aberdeen City.
2. Support and develop pathways to participation from school to community, working in partnership with the city clubs and Scottish gymnastics.

General Responsibilities

3. Ensure the effective management and utilisation of the financial resources, in line with the company's financial regulations and the key funding partners accounting processes. Ensure that budgets are adhered to and that Best Value is achieved through suitable financial monitoring procedures.
4. Be aware of and committed to the equal opportunities principles and practices of the company.
5. Employees are responsible for the implementation of the Health and Safety Policy in so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the Health and Safety arrangements to ensure these are implemented and developed as necessary.
6. Effectively recruit, deploy and manage any nominated staff, full or part time and volunteers, providing appropriate training. Responsible for volunteers and assistant gymnastics coaches, identifying the support they require to deliver gymnastics programmes.

Development Responsibilities

7. Develop and maintain a gymnastics development plan outlining key objectives and targets for Aberdeen City and Moray, in line with agreement through Scottish Gymnastics.
8. Report, review and measure impact of activity delivered across the city.
9. Develop and manage new gymnastics programmes across the city, with the aim of getting the inactive active and more people active more often.
10. Create and develop a gymnastics working group to drive the development of gymnastics in the North East

- 11 Ensure gymnastics programmes are inclusive and accessible to meet the needs of the community.
- 12 Identify appropriate development opportunities for coaches and continue to upskill the gymnastics workforce across the City.
- 13 Work in partnership with colleagues to ensure gymnastics programs are sustained and integrated into the wider sport offer from Sport Aberdeen.

Methods of Working

The post holder will be expected to:

- 14 Undertake practical and theoretical training that will develop skills which can be used to enhance the delivery of the gymnastics programme and maintain personal Scottish Gymnastics Coach Accreditation.
- 15 Adhere to Sport Aberdeen’s Safeguarding Policy.
- 16 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner’s stakeholders and colleagues.
- 17 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 18 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 19 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 20 Undertake appropriate training associated with the duties of the post.

Person Specification

See attached guide

General Conditions

The full-time working week is 37 hours. A flexible approach to working is required [a time off in lieu (T.O.I.L) system is in operation].

A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].

The Company operates a no-smoking policy.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time, commensurate with the general character and grading of the post.

Prepared by/Updated:	Claire McDonald
Designation:	Senior Development Manager [Sport]
Date	September 2017