

<b>Post Title</b>	<b>Coach / Instructor Level 2</b>
<b>Division</b>	<b>Customer and Commissioning</b>
<b>Section</b>	<b>Programmes and Memberships</b>
<b>Location</b>	<b>City Wide</b>

<b>Responsible to</b>	<b>Programme Co-ordinator</b>
<b>Responsible for</b>	<b>All immediate report</b>

### **Job Purpose**

- 1 Deliver high quality coaching / instruction in activities appropriate to qualifications to participants and supervise and / or support other delivery staff within Sport Aberdeen programmes and activities.

### **General Responsibilities**

- 2 Ensure the effective management and utilisation of the financial resources, in line with the Companies 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.
- 3 Be aware of and committed to the equal opportunities' principles and practices of the company.
- 4 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.
- 5 Effectively recruit, deploy and manage any nominated staff, full or part time and volunteers, providing appropriate training.

### **Operational Responsibilities**

- 6 Deliver high quality coaching / instruction in appropriate discipline to ensure a high-quality experience for all participants, including those with specific / targeted support needs, in programmes, schools and other groups in order to encourage ongoing participation and progression through appropriate pathways.
- 7 Oversee the general safety and behaviour of participants, taking appropriate actions to mitigate the risks as per the environment of the activity / session, to prevent injury, misuse and damage to equipment, while promoting a fun learning experience.
- 8 Assemble, set up and dismantle equipment for lessons / sessions, undertaking regular checks for availability and suitability, prior and after each class / session and report any faults or shortages in equipment.
- 9 Liaise with parents/carers and participants to provide feedback on the progress of participants and advise of the next stage on the pathway, promoting Sport Aberdeen programmes.
- 10 Ensure all administrative procedures/records are completed and provide qualitative feedback on classes / sessions.
- 11 Support the development and implementation of relevant projects and initiatives as directed by the (Lead) Programme Co-ordinator or Programme and Memberships Manager.

### Methods of Working Expectations

The post holder will be expected to:

- 11 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
- 12 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
- 13 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
- 14 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
- 15 Undertake appropriate training associated with the duties of the post.

### General Conditions

- 16 The full-time working week is 37 hours. A flexible approach to working is required [time off in lieu (T.O.I.L) system is in operation].
- 17 Your hours of work may be carried out in line with a shift pattern in operation for the establishment to which you are allocated and may include early morning, evening, night and week-end work. The detail of the shift rota and your working pattern will be supplied to you by the Manager of your establishment.
- 18 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 19 The Company operates a no-smoking policy.
- 20 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

<b>Prepared/Updated by</b>	Dianne Breen – Programme & Membership Services Manager	May 2021
<b>Approved by</b>	Nickie Scorgie - Head of Human Resources & Organisational Development	May 2021
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