

Post Title	Coach (Level 1) or NGB Equivalent
Division	Healthy and Active Communities
Section	Various
Location	City Wide

Responsible to	Development Officer/ Coordinator, Coach (Level 2/3)
Responsible for	All immediate reporting staff, external and agency staff and volunteers

Job Purpose

- 1 Provide quality coaching/teaching to participants under the supervision of a level 2/3 Coach as part of the Sport and Physical Activity Programme across Aberdeen City contributing to the effective and efficient operation.
- 2 Ensure with the general safety and behaviour of participants in the programme to prevent injury, misuse and damage to equipment, while promoting a fun learning environment

General Responsibilities

- 3 Ensure the effective management and utilisation of the financial resources, in line with the Company's financial regulations.
- 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 to enable the team to deliver the various initiatives promoted by sport Aberdeen and/or key partners.

Role Specific Responsibilities

- 7 Assemble and dismantle equipment required to ensure aims of the lesson are met and delivered in a fun, enjoyable manner.
- 8 Carry out regular checks of all coaching/teaching equipment for availability and suitability, prior to and after each class and report any faults or shortages in equipment, ensuring appropriate documentation is completed.
- 9 Support the level 2/3 Coach to liaise with parents/carers and participants to provide feedback on the progress of participants and advise of the follow up stage on the pathway.
- 10 To assist in the promotion of all Sport Aberdeen classes and related activity programme to create a customer friendly approach.
- 11 In the event of accidents to participants or any member of the public or staff member in attendance at an organised session, undertake first aid duties, dependant on qualification held, as and when required ensuring all appropriate documentation is completed in line with Sport Aberdeen timescales and procedures

- 12 Maintain up to date working knowledge and qualifications required to provide a quality service.
- 13 Adhere to principles and practices as detailed in the code of ethics and conduct for sports teachers/coaches as specified by the relevant/appropriate Scottish Governing Body of Sport and Sport Aberdeen.

Methods of Working Expectations

- 14 The post holder will be expected to:
 - 15 Adopt a participative and collaborative style of working, underpinned by strong interpersonal skills that ensure effective team work with partner's stakeholders and colleagues.
 - 16 Be expected to exhibit the highest standards of professional behaviour, creating effective working relationships with the voluntary sector based on mutual trust and respect.
 - 17 Use appropriate management information systems, maintain confidentiality and observe data protection guidelines.
 - 18 Work with information technology and associated systems, and where appropriate, existing technology arrangements and consultative procedures will be applied in accordance with Company policies.
 - 19 Undertake appropriate training associated with the duties of the post.
 - 20 Provide coaching/teaching in appropriate discipline to ensure a high-quality experience for all participants in programmes, schools and other groups in order to encourage ongoing participation.
 - 21 Contribute to lesson plans, assessment sheets and evaluation of lessons to maintain the quality service delivery and encourage progression through the appropriate pathway
 - 22 Support and contribute to the development of helpers and volunteers in the full range of their duties including delegating and briefing on the content of the prepared lesson plan in advance.
 - 23 Provide qualitative feedback on classes with recommendations for improvements and contribute ideas and solutions on all areas of the programme development/ improvement
 - 24 Ensure all administrative procedures/records are completed and provide regular updates to the level 2/ 3 Coach as and when required

General Conditions

- 25 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].

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 your line manager.
- 26 A car mileage user allowance is payable [if using your vehicle for work purposes you must have insurance for business use].
- 27 The Company operates a no-smoking policy.
- 28 The job description is a representative document. The duties of the post can be varied provided they remain commensurate with the level of responsibility.

Approved by Nickie Scorgie - Head of Human Resources & Organisational Development February 2022

Status Approved February 2022