

Post Title	Coached Programme Assistant - Modern Apprentice
Division	Sport and Active Communities
Section	Various
Location	City Wide

* Candidate's suitability will be measured by assessment in the following ways:

A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise(s)

		Essential	Desirable	Assessment
	Experience			
1	Experience of coaching children and young people in sport and physical activity in education, sport, health, community, leisure and/or recreation industries		X	A I
2	Knowledge of teaching/ coaching programmes within a sport		X	A I
3	Work with Sports Clubs, Local Authority, Active Schools and NGB's.		X	A I
	Knowledge			
4	Demonstrate clear understanding of the benefits that physical activity and sport can bring to all	X		A I
5	Awareness of the impact of disabilities and additional support needs on children and young people's development and learning.		X	A I
6	Understanding of Health and Safety principles and working to Health and Safety procedures.	X		A I X
7	Understanding of barriers to inclusion for children and young people with additional support needs.	X		A I
	Skills and Abilities			
8	Ability to prioritise tasks and work on own initiative		X	I R
9	ICT including Microsoft 365 and its associate applications	X		A
10	To work cohesively as part of a team	X		I R
11	Ability to communicate and motivate groups of children and young people with additional support needs / disabilities	X		I
12	Good communication capability (verbal, non-verbal and listening)		X	A I
13	Ability to engage with key partners, whilst maintaining good working relationships	X		I
	Attributes			
14	Confident and able to deal with and present to a range of audiences	X		I R
15	Adaptability		X	I R
16	Effective at influencing, persuading and negotiating		X	A I
17	Positive (can do) attitude	X		I
18	Value and promote equality and diversity	X		A I

Qualifications and Training			
19	National Governing Body Level 1 (or equivalent) Qualification	X	A
20	Willingness to undertake training/accreditation required for job role	X	I
21	Full driving licence and regular access to a car for travelling between the company's locations on a regular basis	X	A
Other			
22	Ability to work flexible hours	X	A I
23	PVG membership for Regulated Work with Children and Protected Adults or willingness to obtain prior to a formal offer of employment	X	A I

Prepared/Updated by	Dianne Breen, Coached Programme Manager	October 2025
Approved by	Nickie Scorgie, Head of Human Resources & Organisational Development	October 2025
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