



LEAD COACH

JOB PROFILE

Incorporates

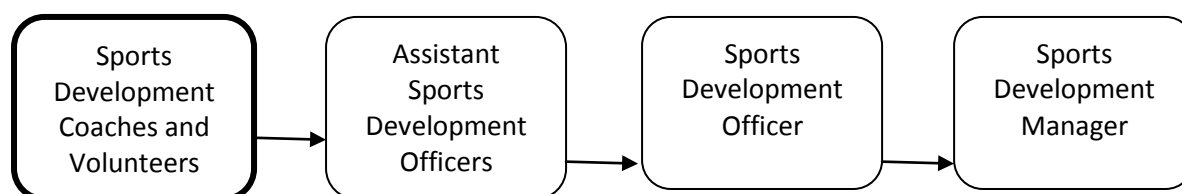
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SECTION 1: POST DESCRIPTOR

1. JOB DETAILS	
Job Title: Lead Coach	
Department: West Dunbartonshire Leisure	Section: Sports Development
Reports to: Sports Development Officer	Grade: 4
Position Number: LT00449	
2. JOB PURPOSE	
LEAD COACH	
• Responsible for all children during the session. • Plan and deliver a quality session. • Deal with administrative duties. • Respond to general enquiries and deal with any complaints. • Completion of risk assessments. • Ensure accident and incidents forms are completed when appropriate. • Delegating tasks to other staff members as appropriate. • Support and mentor staff. • Provide the project coordinator with regular updates and feedback on sessions and staff. • Responsible for equipment at all times. • Administer first aid when appropriate and ensure first aid pack is fully stocked.	
3. DIMENSIONS and SCOPE OF JOB (including budgetary and staffing responsibilities)	
Budget: The post holder will have no budget responsibility.	
Staffing Direct / Indirect: The post holder will have no direct or indirect staffing responsibility.	
The post holder will report directly to the Sports Development Officers.	

4. ORGANISATIONAL CHART

(shows levels directly above and below this post and includes grades of posts)



5.ROLE OF DEPARTMENT/SECTION

The Leisure Trust comprising of Leisure Services, sports Development, Community Halls and Active Schools employs approximately 150 staff.

West Dunbartonshire Leisure has adopted the following short term vision:

“Inspiring Active and Healthier communities”

The following outcomes represent how WD Leisure will fulfil its vision and the focus of delivering:

- Increasing Participation
- Customer Satisfaction
- Quality Staff / Facilities
- Developing Partnerships
- Increasing our Profile
- Financial Sustainability

The Lead Sports Coach is part of the Sports Development Service, which contributes towards achieving WD Leisure strategic outcomes by delivering projects and action within the following key themes:

- School & Community Sport
- Club Sport
- Coaching & Volunteering
- Sports Events
- Sports Facilities
- Organisational Development

6. KEY ACTIVITIES, RESPONSIBILITIES and OUTCOME

Key Responsibilities

- To plan, deliver and review a range of sports sessions that are progressive and fun within a safe environment as directed by the programme co-ordinator.

- To support the development of Assistant/Trainee/Volunteer coaches, by providing advice and guidance in the planning and delivery of activities. Evaluating performance and providing suitable feedback.
- To work and regularly communicate with parents/guardians, Teachers and Head Teachers.
- To provide the programme co-ordinator with feedback on sessions being delivered and highlight any issues with these individuals/groups involved in sessions.
- To represent West Dunbartonshire Leisure Sports Development Unit in the community, schools and local/regional festivals.

Key Activities and Outcomes

- To plan and deliver high quality sports coaching sessions within schools and other community facilities.
- Be prepared to work in areas of disadvantage, and with pre-five children and young people who have behavioural problems or additional support needs.
- To retain interest in sport by providing guidance on progression opportunities based on a person's interests and abilities.
- To adopt a fair and equitable approach to coaching at all times and adapt sessions accordingly to cater for differing ranges of ability.
- To support the development of multi-sport/skill clubs in an after school environment or in the community.
- To respond to general enquiries and deal directly with complaints from the public.
- To deal efficiently with any administration related to coaching sessions e.g. handling of monies, basic monitoring information, activity registers.
- To comply with health and safety policy and systems of work.
- To report any incidents, accidents or hazards and take a proactive approach to health and safety matters in order to protect staff and participants e.g. risk assessments, visual inspections of playing area.
- To move equipment in accordance with manual handling guidelines and to be responsible for the maintenance and safety of relevant sports equipment.
- To commit to a programme of continuing professional development (CPD) to ensure that the coaching provided is always of the highest quality.
- To progress the image of West Dunbartonshire Leisure Sports Development Unit by maintaining high standards of personal appearance and adopting a friendly and professional approach to the public.
- To assist the programme co-ordinator in fostering a good working relationship with a variety of partner agencies.
- To undertake any other duties appropriate to the post as may be allocated should the job change and evolve overtime.

7. PROBLEM SOLVING

The post holder requires knowledge of the Sports Development department. They will be required to resolve any problems that may occur.

8. PLANNING

The post holder will be required to plan quality sessions.

9. ASSIGNMENT AND REVIEW OF WORK

All Coaching staff will be regularly assessed both formally and informally on their current ability and qualifications.

10. COMMUNICATION AND WORKING RELATIONSHIPS

The development of effective working relationships is critical to the successful delivery of Sports Development session in West Dunbartonshire. These relationships will include the following individuals and services:

Internal communications:

- The Sports Development Team
- Sports Coaches and volunteers
- Leisure and Community Centres
- Active Schools

External communications:

- Educational Establishments
- Private Organisations

11. DECISION MAKING

The post holder will be required to complete a risk assessment prior to the sessions to ensure the facility is suitable. Then continually assess information in order to make appropriate decisions for individuals and the session being delivered.

12. MOST CHALLENGING PART OF THE JOB

Sport Development programmes in West Dunbartonshire are very demanding and require coaches to have high levels of energy, enthusiasm and work unsociable hours.

13. GENERAL

Disclosure/PVG membership: PVG children

Politically Restricted Post: No

The duties and responsibilities contained within this Post Descriptor are neither exclusive

nor exhaustive as the postholder may be required to undertake other reasonably determined duties commensurate with the level and grade of the post without changing the general character and nature of the post.

The job description may be subject to revision, depending on the future needs of the post and the organisation, following appropriate consultation.

14. WDLT TRAINING

West Dunbartonshire Leisure – Operates Skills Passports for all employees, which details the training available for each level of post, including any mandatory courses and timescales for these to be completed. These are detailed below.

- New employee Passport
- Skills Passport 1- Front Line Staff
- Skills Passport 2 – Supervisory Staff
- Skills Passport 3 – Managers

The organisation also delivers a range of generic training throughout the year which is delivered via different methods across the varied services.

15. ROLE SPECIFIC TRAINING

Child Wellbeing and Protection in Sport Training – Children First
Basic First Aid Training
Sports Specific National Governing Body Courses

SECTION 2: PERSON SPECIFICATION

Essential	Desirable
Qualifications/Professional Membership	
Range of National Governing Body of Sport Level 1 qualifications or equivalent Swimming Coaches – Level 2 UKCC Coaching Swimming Qualification (if applying to coach swimming) A recognised first aid qualification (not required if applying to coach swimming) A recognised child protection qualification where appropriate (if applying to coach children)	National Governing Body of Sport Level 2 qualification/s or Equivalent. HND in a sports related discipline. (or equivalent)
Training	
Experience	
Extensive experience of coaching sports/activity in a range of environments including schools/clubs/youth clubs/community outreach settings/pre-schools Experience of assisting in the development of other coaches	Experience of working in a Sports Development environment Experience of working with diverse groups inclusive of differing motivations, abilities and requirements
Knowledge and Skill	
Proven ability to motivate people/groups Commitment to Professional Development Ability to work as part of a team Be highly self-motivated, imaginative, enthusiastic and possess good organisational and communication skills	Be able use initiative and work on your own with a minimum of supervision and in a team environment.
Disposition	