



**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

Casual Sports Coach

£18.60 – £20.66 per hour



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 31/12/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Section B

ORGANISATIONAL RELATIONSHIP AND EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. This also describes and responsibility for employees (if any).

Chief Education Officer
/
Senior Manager – Sport, Leisure & Libraries
/
Team Leader – Sport, Leisure & Libraries
/
Active Schools Manager
/
Lead Sports Coach

Section C

PRINCIPAL PURPOSE AND OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

Within the Council's People service and across communities, promote support and deliver sport and physical activity as a way for children, young people, families and adults to enjoy being physically active, become knowledgeable about active living, active travel, achieve their sporting potential and lay foundations for a healthy active life.

Section D

MAIN DUTIES AND RESPONSIBILITIES

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. (Note these are illustrative and are not exhaustive).

- To be responsible for planning and preparing high quality coaching sessions across specific sports including lesson planning and evaluation
- To monitor and assess the sporting and physical development and progress of children, young people and adults
- To ensure that all sessions are enjoyable, safe and progressive for all those participating
- To remember you are representing Clackmannanshire Council, be objective and demonstrate the Council's Core Values
- To ensure all participants are treated equally
- Act as a role model to the participants at all times
- Be positive, enthusiastic and encouraging
- Ensure arrival at least 10 minutes before the start of the class/session
- Ensure a register is taken at all classes
- To expand upon current knowledge and attend in-service training when required
- Take responsibility for maintaining and updating necessary national qualifications.
- Take part in Clackmannanshire Sport and Leisure Team quality assurance processes.
- Agree and adhere to Clackmannanshire Council's maximising attendance policy

Section E**KNOWLEDGE, SKILLS AND EXPERIENCE**

This section details the knowledge and skills including any qualification, specific training or experience required.

Essential:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
1. Posses appropriate and valid national governing body qualification for the sport, physical activity and the level of coaching	Application, interview, certificates
2. Demonstrates an excellent standard of communication skills (verbal and written)	Application and interview
3. Is a team player with a 'can do' attitude	Interview
4. Shows initiative and can work independently	Interview
5. Has excellent interpersonal skills	Application and interview
6. Excellent organisational skills.	Application and interview
7. Has a positive attitude and is willing to learn	Interview
8. Has an understanding of the need for high levels of discretion and confidentiality	Interview
9. Hold a valid First Aid and Child Wellbeing and protection certificate	Application and Certificates

Desirable:

Criteria	Means of Assessment e.g. Application, Interview, Reference, Certificate
10. Experience of working in a sport or physical activity environment with children, young people and/or adults	Application and interview
11. Hold a valid driving licence and access to a car	Application

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

Depending on the sport or physical activity the post holder will be working either outdoors or indoors.

The post holder is responsible for checking and risk assessing the delivery area prior to the beginning of the session.

The post holder will perform a dynamic risk assessment regarding and weather conditions, ensuring that the environment is safe and enjoyable at all times.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

The postholder must be able to demonstrate the skills required for the sport or physical activity to the participant group.

The post holder will be required to set up and put away sports equipment required for the activity.

Section H

MENTAL SKILLS

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The post holder will be required to prepare their lessons ahead of time and ensure the activity is suitable for the participants, allowing for their enjoyment, learning and progression.

The post holder will be required to adapt to changes in circumstances on arrival or during sessions and manage this in a creative and positive manner.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal /external deadlines, conflicting demands.

The postholder will require to engage, encourage and inspire the client group for the whole of the session.

The post holder must also be vigilant and ensure that they are aware of where participants are at all times during the session.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact and explains the nature of the communication and level of skill required by the post holder. E.g. dealing with complaints, clients etc.

The postholder is required to have regular communication with Sport and Leisure team prior to and after sessions to ensure safety and quality of delivery.

The post holder will have to communicate enthusiastically and effectively with the participants in their session and adapt this style depending on the group.

The post holder will be required to attend training, briefing and upskilling sessions as required by Sport and Leisure Team.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

The post holder will be required to handle sensitive data regarding participants and manage this safely as per Sport and Leisure Team procedures.

The post holder will be required to take a register of attendance at all sessions and may be asked to submit this data to Sport and Leisure staff as requested.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder will be responsible managing the overall behaviour of participants in each session to ensure there is an enjoyable and safe environment. This will be done by building relationships with participants and utilising effective strategies suitable for each individual.

The post holder must report any concerns or incidents involving sessions and participants immediately to the line manager.

Section M

EQUAL OPPORTUNITIES

The post holder will be expected to promote equality of opportunity and make necessary adaptations to ensure everyone can take part in sessions.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care.

All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions.

The post holder is are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section O

CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council's net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.