



## **Casual Sports Coach**

## **Recruitment Pack**

**Job reference: ERN06633**

**External**

Enjoy East Ren is the trading name of East Renfrewshire Culture and Leisure Ltd registered in Scotland (SC486489)

East Renfrewshire Culture and Leisure is a charity registered with the office of the Scottish Charity Regulator (No SC045726) Registered office: 1 Burnfield Avenue, Giffnock East Renfrewshire, G46 7TL

East Renfrewshire Culture and Leisure is an arm's length external organisation (ALEO) of East Renfrewshire Council.



We're all about making our community a happier and healthier place! As a not-for-profit, we reinvest in our services to inspire people to make the most of their lives by creating quality experiences for everyone to enjoy, now and in the future.

We are fitness coaches, swimming teachers, librarians, arts tutors. We welcome our customers to enjoy live theatre, research their family tree and develop a love of reading. We're here to help achieve fitness goals, perfect swimming skills and improve health and well-being.

We run sport, leisure, arts and culture services across East Renfrewshire. We operate libraries, sports centres with gyms and pools, a theatre, sports pitches and community venues. We deliver a wide variety of programmes including swimming lessons, fitness classes, sports coaching, arts classes and library programmes.

Our team is proud to support our community and love making a difference every day. Our customers are important to us and our 400-strong team who deliver inspirational, fun experiences and opportunities for people living in East Renfrewshire.

Everything we do - from a swim or story time to a theatre show or fitness class - is about enjoyment and wellbeing here in East Ren, a place we're proud to serve.

Be part of a team that creates inspirational, enjoyable and quality experiences to improve the day-to-day lives and wellbeing of our community.

**We are:**

**Welcoming:** We're fun. We're friendly. We're supportive. We care.

**Inspiring:** We're passionate about improving the lives of our community.

**Excellent:** Our customers are at the heart of everything we do. We are committed to providing quality, reliable services to our community.

**We are Enjoy East Ren.**

[www.enjoyeastren.org](http://www.enjoyeastren.org)



|                             |                                         |
|-----------------------------|-----------------------------------------|
| <b>Job Title:</b>           | Casual Sports Coach                     |
| <b>Job Status:</b>          | Casual                                  |
| <b>Number of vacancies:</b> | 5                                       |
| <b>Grade:</b>               | 5                                       |
| <b>Hourly rate:</b>         | £15.66                                  |
| <b>Hours per week:</b>      | As and when required                    |
| <b>Location:</b>            | Various venues around East Renfrewshire |

Want to get involved in our community sports programme?

Working for Enjoy East Ren you will deliver participation and development opportunities for children and young people.

Ensuring a fun, safe and educational environment for participants is imperative as is promoting sport and physical activity programmes to the wider community. Likewise, contributing towards future developments of our community sports programme.

Applicants must be enthusiastic, dedicated, and proactive and above all have a passion for sport.

Applicants must have at least a UK Coaching Certificate Level 1 / Scottish Coaching Certificate equivalent, or higher in the following sport.

- Athletics
- Basketball
- Badminton
- Gymnastics (Pre School or Recreational)
- Hockey
- Netball
- Rugby
- Tennis

For more about Enjoy East Ren and joining our team please visit [www.enjoyeastren.org/join-our-team](http://www.enjoyeastren.org/join-our-team)

**This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children. In addition to this, if you have lived or worked in any country outside the UK in the past 10 years, there may be a requirement for an overseas police check.**

For details of our employment policies and terms and conditions, please visit our Council Careers page <https://eastrenfrewshire.gov.uk/careers>

East Renfrewshire Council has launched a new 15-year Community Planning Partnership vision called 'A Place to Grow'. Please follow this link <https://eastrenfrewshire.gov.uk/placetogrow> to watch a video and read our full plan which sets out our shared hopes and aspirations between now and 2040 so that East Renfrewshire is a place where everyone can flourish, thrive and grow.

**Please note** – all applicants will be asked to provide proof of their right to work in the UK, and any offer of employment will be conditional upon verifying documentary evidence before employment commences. Further information can be found here: <https://www.gov.uk/prove-right-to-work>

**Please note** - East Renfrewshire Culture Leisure & Trust does not provide Visa sponsorship.

**References** – during your application form completion you must provide details of a minimum of 2 referees, 1 of which should be your most recent or current employer. It is also a requirement that the referees are your previous/current managers and are not the details of work colleagues operating at the same level as you or personal referees. Please note only work email addresses for referees will be accepted. Please contact [hrdirect@eastrenfrewshire.gov.uk](mailto:hrdirect@eastrenfrewshire.gov.uk) with any questions.

**Employability Support – Work East Ren** – For further support on completing job applications, East Renfrewshire residents can access free support from our employability team Work East Ren. They can also provide general support with other employability matters. Please contact Work East Ren on 0141 577 8438, email [worker@eastrenfrewshire.gov.uk](mailto:worker@eastrenfrewshire.gov.uk) or visit the website <https://www.workeastren.co.uk/>

## **Pension Scheme**

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [Local Government Pension Scheme \(LGPS\) Guidance](#)

## **Recruitment Dates**

**Closing date for applications: midnight on Sunday 25 October 2026**

**Shortlist date: Wednesday 28 October 2026**

**Interview date: Tuesday 10 November or Wednesday 11 November 2026**

If you would like an informal discussion about the post, please contact Cameron Crowe, Community Sports Development Officer, at [Cameron.Crowe@enjoyeastren.org](mailto:Cameron.Crowe@enjoyeastren.org)

## **Recruitment Communication**

You will receive an email confirmation once you have submitted your form. All communication will be sent to the email address you provide on your form.

## **Join our Team**

For more information on applying to work with us, please visit

[www.enjoyeastren.org/about-us/join-our-team/](http://www.enjoyeastren.org/about-us/join-our-team/)

## **Benefits**

To see the benefits of working with us please visit

[www.enjoyeastren.org/about-us/join-our-team/benefits](http://www.enjoyeastren.org/about-us/join-our-team/benefits)

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## **Guaranteed Interview Scheme**

### **Disability Confident**

If a disabled applicant can clearly show in their application that they meet the essential criteria for the job (as shown in the person specification) they will be guaranteed an interview.

### **Care Experienced Children and Young People**

If an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and they have either been in care or are a care leaver up to the age of 29, they will be guaranteed an interview.

### **Veterans**

If an applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and can demonstrate in their work history they are a Veteran of the armed forces who has left or is leaving service then they will be guaranteed an interview.

### **Trainee Roles or Modern Apprentices**

For modern apprentices or traineeship roles, if the applicant clearly shows in their application that they meet the essential criteria for the job (as shown in the person specification) and are an East Renfrewshire Council resident or school leaver, they will be guaranteed an interview.

## **Equalities**

Enjoy East Ren is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our aim is for our workforce to be truly

representative of all sections of society and our customers, and for each employee to feel respected and able to give their best. We offer a range of family friendly, inclusive employment policies, and employee benefits to support staff from different backgrounds.



# JOB DESCRIPTION

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|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Title:            | Casual Sports Coach                                                                                                                                                                                                                                                                                                                                                                                               |
| Department / Service: | Community Sports Development                                                                                                                                                                                                                                                                                                                                                                                      |
| Responsible to:       | Community Sports Development Officer                                                                                                                                                                                                                                                                                                                                                                              |
| Grade:                | 5                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Job purpose:          | <p>The Sports Development Term Time Coach will work within Enjoy East Ren delivering sports participation and development opportunities for all.</p> <p>To ensure a fun, safe and educational environment for all participants.</p> <p>To promote Enjoy East Ren sport and physical activity programmes to all participants, the wider community and to assist with all future developments of the programme.</p> |

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| <b>Key responsibilities:</b> | <ul style="list-style-type: none"><li>• Deliver sports development coaching sessions in accordance with Enjoy East Ren's Sports Development term time programme as instructed by the relevant Sports Development Officer.</li><li>• One session planner per user group, per week to be completed in advance of sessions and to be submitted with stats sheets to relevant Sports Development Officer no later than one week after session commencement.</li><li>• Have regular communication with relevant Sports Development Officer to ensure the effective delivery of all participation programmes.</li><li>• Coaches should adopt a high level of customer care at all times when representing Enjoy East Ren. All issues arising must be communicated to the relevant Sports Development Officer immediately.</li><li>• Coaches must adhere to the standards set out by Sports Development in relation to dress, behaviour, session delivery and overall conduct.</li><li>• Coaches must be flexible in their approaches as reflected by the need of the Sports Development programme.</li><li>• Coaches must adhere to all Enjoy East Ren's policies and procedures, for example, Child Protection, Information Security and Complaints Handling.</li></ul> |
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- To conduct surveys and evaluations with specific user groups as and when required by Enjoy East Ren's Sports Development.
- All equipment used must be fully utilised and maintained to a high standard. Equipment remains the property of Enjoy East Ren and should not be used for sessions out with Enjoy East Ren's Sports Development programmes. All defects must be reported to the relevant Sports Development Officer immediately.
- Coaches must attend Sports Development In-service and all other relevant training based on the needs of their role in the programme.
- All other duties as identified by the relevant Sports Development Officer or any person acting on their behalf.



## PERSON SPECIFICATION

|                                     |                                              |
|-------------------------------------|----------------------------------------------|
| <b>POST OF: CASUAL SPORTS COACH</b> | <b>SERVICE: COMMUNITY SPORTS DEVELOPMENT</b> |
| <b>GRADE: 5</b>                     |                                              |

| ATTRIBUTES                                              | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                        | DESIRABLE                                                                                                                                                                                                                     |
|---------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROFESSIONAL/<br/>EDUCATIONAL<br/>QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• Minimum entry requirement – UK Coaching Certificate Level 1 / Scottish Coaching Certificate equivalent / higher in the following sports:               <ul style="list-style-type: none"> <li>– Athletics</li> <li>– Badminton</li> <li>– Basketball</li> <li>– Gymnastics</li> <li>– Hockey</li> <li>– Netball</li> <li>– Rugby</li> <li>– Tennis</li> </ul> </li> </ul>                               | <ul style="list-style-type: none"> <li>• Any specific training courses (e.g. First Aid).</li> </ul>                                                                                                                           |
| <b>RELEVANT WORK /<br/>OTHER EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>• Sports Coaching Experience.</li> <li>• Experience of planning, delivering and evaluating appropriate sport specific sessions.</li> <li>• Knowledge and understanding of sports development pathways (LTPD).</li> <li>• Experience and knowledge of working with varying age groups in sport and physical activity.</li> <li>• Experience of customer interaction and Customer Care Policies.</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of relevant National Governing Body Strategies.</li> <li>• Experience and knowledge of working with underrepresented groups in sport and physical activity.</li> </ul> |
| <b>SKILLS AND ABILITIES</b>                             | <ul style="list-style-type: none"> <li>• Demonstrate excellent communication skills, both written and verbal.</li> <li>• Ability to prepare, deliver and evaluate appropriate content to varying client groups.</li> <li>• Clear understanding of the benefits sport and physical activity can bring to all.</li> </ul>                                                                                                                          |                                                                                                                                                                                                                               |

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| <b>PERSONAL QUALITIES</b>          | <ul style="list-style-type: none"><li>• Flexible approach to work.</li><li>• Ability to work unsupervised and as part of a wider team.</li><li>• Enthusiastic and highly motivated individual.</li><li>• Willingness to learn and develop as a coach.</li><li>• Excellent interpersonal skills.</li></ul> |                                                                    |
| <b>ADDITIONAL JOB REQUIREMENTS</b> | <ul style="list-style-type: none"><li>• Ability to work evenings and weekends.</li></ul>                                                                                                                                                                                                                  | <ul style="list-style-type: none"><li>• Driving Licence.</li></ul> |