



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Relief Assistant Sports Coach	Job Number:	3121
Department:	Education & Children's Services	Grade:	C
Location:	Western Isles	Date:	2026
Responsible To:	Director for Education & Children's Services; in the first instance to the Community Sports Development Officer/Sports Facilities Development Officer		

Job Purpose

Work under the direction of a more experienced coach to plan and deliver coaching sessions,

Duties

1. Collect and bank money if required.
2. Supervise sessions and take care of general duties such as organisation and layout of coaching areas.
3. Undertake basic coaching with children.
4. Ensuring action is taken to promote equal opportunities and diversity in the workplace.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Health & Safety and child protection implications for working with young people. E2. Knowledge of standard operating procedures.	D1. Specific knowledge of a sport an advantage.
Skills and Abilities	E3. Able to be assertive without being threatening. E4. Skilled in layout and supervising coaching sessions. E5. Skilled in working with young people in both indoor and outdoor sports activities.	
Education and Experience	E6. Training for national governing body qualification and/or experience of working with young people. E7. Record of working with young people.	D2. First Aid Certificate.
Other Factors		D3. Mini Bus MIDAS training. D4. Gaelic an advantage.