

JOB DESCRIPTION

Job Title: Lead Gymnastics Coach		Ref No:	JE Ref: G656
Department: Education, Skills and Community Wellbeing		Band: 7	Location: Dumfries
Responsible To:	Duty Officer / Team Leader		
Responsible For:	Gymnastic Coach Team		
Job Purpose:	• To instruct all types of gymnastic activities. • Facilitate, supervise, administer and promote leisure and gymnastics activities, extra-curricular programme, events and holiday programmes within specific area of region. • To deliver and support the development of volunteers and coaches through coach education. • Contribute to local gymnastics development structures.		
Main Responsibilities:	• To lead, develop and provide a quality level of gymnastics programme and tuition to all participants.		
Job Activities:	1. To coach gymnastics activities in Annandale and Eskdale. 2. To oversee the general safety and behaviour of customers to prevent injury, or damage to individuals, equipment or the facility. 3. To assemble or dismantle equipment as required. 4. To ensure all activities adhere to Health and Safety procedures. 5. To undertake any Health and Safety instruction given. 6. To undertake Health and Safety assessment of equipment and train others on safe delivery. 7. To manage gymnastics programme and assist management in achieving budget targets. 8. To provide reports and plans on specific gymnastics programmes. 9. To plan, organise and lead gymnastics competitions. 10. To manage gymnastic coaches, recruit new staff and conduct PDRs. 11. To undertake administrative duties, related to these activities including, maintaining class registers, statistics, monitoring of waiting lists. 12. To lead in the preparation and distribution of promotional material for gymnastics activities. 13. To lead staff development as required or requested.		

	14. To lead in the mentoring and monitoring of new coaches. 15. To identify potential coaches and volunteers from schools and the community and assist them through coach education. 16. To lead in the development of gymnastics programmes and athlete pathways within Dumfries and Galloway. 17. To promote and organise gymnastics programme within the local area of Dumfries and Galloway. 18. Any other duties commensurate with the level and nature of the post as required by the Director CYPPL.	
Performance Management	<i>The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.</i> • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	Andy Mclean	Date: 08 February 2019

Jan 2012 //HR