Aberdeenshire COUNCIL

Job Profile

March 2026

1. JOB IDENTITY

Post Title:	Senior Coach	**Service:**	Education & Children's Services
Section:	Live Life Aberdeenshire/Live Life Outdoors	**Grade:**	Technician G
Reports to:	Outdoor Activity Officer		

2. JOB PURPOSE

- Creation of quality outdoor/indoor activities, alongside the planning, delivery and evaluations across Aberdeenshire, in a safe and professional manner

  Plan, design and deliver bespoke quality coaching sessions for target groups of children and adults

- There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

- There is a requirement to when required work at weekends or unsocial hours

3. CORE RESPONSIBILITIES / DUTIES

- Create, plan, design and deliver bespoke quality coaching sessions for target groups and general delivery, considering individual and group coaching needs

- Contribute towards the administration and planning process from initial customer contact and care, programme development, delivery and evaluation

- Support and develop the delivery of outdoor activity across Live Life Aberdeenshire, enable a smooth operation of outdoor activity events and programmes, including outdoor hubs and be spoke outreach programmes, all the while ensuring a positive economic impact in our communities

- Ensure the provision of safe and enjoyable delivery of service to all customers both internal and external, through pre activity site visits and risk assessment processes

- Comply with Aberdeenshire's normal operating procedures for Health and Safety for the activity undertaken including equipment and the supervision of participants as part of your duty of care

- Undertake all relevant administration for each programme or session

- Contribute toward the overall sport development strategy, ensuring an awareness is maintained of pathways, trends and practises in sport development, physical activity and health

Agreed

- Collaborate and assist with outdoor and adventurous activities within Live Life Outdoors
- Assist with the coordination and deployment, and the ongoing care of a fleet of event equipment, for use by or hire to, internal and external customers
- Ensure the security of the buildings in use, the safety of all users and the safe operation of the cycles vehicles and equipment including event equipment held by Live Life Outdoors, and any additional equipment from Live Life Outdoors, schools or within Aberdeenshire Council/Partner Agencies
- Maintain links with the Outdoor Activity Officer to ensure a quality service and assist with quality assurance systems
- Operate Aberdeenshire Council vehicles to transport equipment. This may include towing a trailer. For posts at the Sir Arthur Grant Centre this also includes driving minibuses whilst ensuring the comfort, safety and welfare of all passengers carried

4. QUALIFICATIONS AND TRAINING

Essential:

- UK Coaching certificate level 2 or equivalent
- Valid UK Driving licence
- Good working knowledge of IT systems including Microsoft Office software
- First Aid qualification

Desirable:

- Aptitude for practical care and maintenance of equipment

5. EXPERIENCE

Essential:

- Proven experience of coaching in one or more sports
- Proven experience of working with children and young people
- Experience of Health and Safety management including risk assessment and event planning
- Experience of working with children and adults

Desirable:

- Experience of marketing and promotion
- Knowledge of outdoor activity / community youth engagement projects
- Experience of towing

Agreed

6. KNOWLEDGE AND SKILLS

Essential:

- An understanding of risk assessment and the importance of Health and safety and First Aid
- An understanding and knowledge of Child Protection
- Excellent communication and interpersonal skills
- Ability to work individually and as part of a team
- Excellent organisational, interpersonal and communication skills
- Ability to keep calm under pressure

Desirable:

- An understanding of monitoring and evaluation procedures to aid session development

7. ADDITIONAL REQUIREMENTS

Driving Compliance	**AC vehicle driver** This post has responsibility for and is required to drive Aberdeenshire Council vehicles. The preferred candidate will be required to produce a current, valid driving licence. An offer of employment by Aberdeenshire Council will be subject to the outcome of this check being satisfactory. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post

Agreed