

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Sports Coach

Sport, Leisure & Culture.

Communities & Opportunities Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.



West
Northamptonshire
Council

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

Playing a major role towards the council's ambition to increase active lives by increasing the physical activity participation levels of the community through the delivery of a range of sporting and physical activity sessions aimed at engaging with residents to promote physical and mental wellbeing. This post will be leading sports and physical activity sessions across the diverse communities of West Northamptonshire. This role is accountable to the Active Lives Manager. The role sits within the Sport, Leisure and Culture Service, part of the Communities and Opportunities Directorate in West Northamptonshire Council.

Responsibilities:

1. A role model and champion for the council promoting the physical, mental and social benefits and opportunities for residents to lead more active lives.
2. To plan and implement fun, engaging sessions, which ensure structure, high quality coaching centred around the needs of the participants.
3. To raise the profile, awareness and provision of local, accessible, and enjoyable sports and physical activity opportunities for all members of the community and promote the key health and physical activity messages.
4. Provide supervision and assistance to all participants.
5. To facilitate effective coaching practices that are suitable for the age and ability of the participants who attend.
6. Ensure safe provision of all equipment and ensure it is used correctly
7. Be a positive role model, creating a positive and fun environment in which to motivate and encourage people to participate.
8. To deliver sport specific sessions to National Governing Body (NGB) standards at venues, parks and open spaces across West Northamptonshire.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons.
11. To adhere to Child Protection Policy and guidelines for coaches, as well as following the organisations Equal Opportunities policies.
12. To log and report any incidents/accidents or any other concerns to Active Lives Officer
13. To monitor & maintain records and complete evaluation forms as required.
14. To complete induction programme and attend briefing sessions as required.

15. To collect money and provide receipts as required.
16. To wear and maintain the uniform provided and where possible further promote the activities and service provided & promote West Northamptonshire Council
17. Undertake such additional responsibilities as required, which are commensurate with the grade and responsibilities of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
To have strong people and verbal communication skills	E	I
To have the ability to inspire, motivate and encourage children, young people, and adults to partake in a variety of sport / physical activity / walking sessions.	E	I
Effective leadership skills	E	I
To work on own initiative and as part of a team	E	I
Passionate about improving the health and wellbeing of our residents.	E	A, I
The ability to devise and plan structured sport/physical activity/walking sessions	D	A, I

Knowledge:	Essential / Desirable	Measured by
The national and local context on the role sport and physical activity plays in respect of improved health and wellbeing.	D	A, I
The structures and workings of Active Partnerships and Sport's National Governing Bodies	D	A, I
Awareness and understanding of the wider agenda issues as they relate to sport and physical activity.	D	A, I
Knowledge and understanding of health referral and / or national physical activity programmes targeting the inactive, people with lifelong illness or disability and health professionals.	D	A, I
Health and safety in relation to the safe delivery of activities	E	A, I

Relevant experience:	Essential / Desirable	Measured by
Proven experience of delivering sport/physical activity sessions to children and adults	E	A, I
Delivering sports and/or physical activity programmes to underrepresented groups / communities to tackle inequalities	E	A, I
Experience of coaching in a wide range of environments including schools, clubs and community settings	E	A, I
Successfully planning and implementing sport and physical activity sessions and programmes.	D	A, I
The development of sports programmes – sports club links	D	A, I
Experience of monitoring and evaluating impact of sessions/programmes.	D	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
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Holder of, or willing to gain basic First Aid Qualification	E	A, D
Fitness or sports coaching qualification/s	E	A, D
To demonstrate a willingness to undergo relevant training and a commitment to continuous professional development	E	I

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

- Enhanced DBS

Day-to-day in the role:

Hours:	Casual	Primary work base:	1 Angel Square, Angel Street, Northampton, NN1 1ED
Job family band:	Enabling Learning	Worker type:	Flexible
Salary range:	EL3 - £13.61 per hour	Budget responsibility:	None
People management responsibility:	None		

Working conditions & how we work:

- Must be prepared and able to work outside normal office hours (including evenings and weekends should it be required by the post).
- Must have access to transport as work will be across West Northamptonshire.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

