Northumbria Sport Club Coach

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| **Service:** | Campus Services |
| **Grade:** | £15ph £20ph or £25ph (rate specified in role advert) |
| **Category:** | Professional Support |
| **Role Purpose:** | To provide high quality coaching and support the development of the club in coordination with the Student Club Committee |
| **Reports to:** | Sport Clubs Manager |
| **DBS Required:** | Disclosure and Barring Service Check not required |

# Specific Duties and Responsibilities:

* To plan, develop and deliver safe, effective and appropriate coaching sessions to enable the development of skills and enhanced performance of squads and individual members within the club taking in to account a diverse range of abilities.
* To monitor attendance at club sessions, taking registers as requested by Northumbria Sport.
* To encourage new student members to purchase memberships and monitor closely that only students with paid memberships are attending sessions.
* To provide feedback on attendance and performance of club members to the Sport Clubs Manager.
* To regularly communicate with Sport Club Committee members to support development of the club.
* To champion health and safety at all sessions; staying up to date with all relevant University H&S policies.
* To complete full risk assessments on club activity and venue, and complete incident report forms following any accident or injury during a session.
* To act as a point of contact for sport related questions from new and potential student athletes, providing information on the programme, training times and membership price.
* To act as a positive and professional role model, displaying good coaching conduct at all times, and promoting an enjoyable and inclusive atmosphere
* Ensure you are approachable, helpful, polite, knowledgeable about our products and services and consistently

professional.

* Undertake such other duties as may reasonably fall within the remit of the post and as required by the Sport Clubs Manager.

**For clubs with teams or individuals entered in to BUCS competitions:**

* To provide coaching support at BUCS fixtures as agreed in advance with the Sport Clubs Manager.
* To stay up to date with upcoming BUCS fixtures, and assist with team selection for fixtures in collaboration with the Club Committee, ensuring all fixtures are fulfilled.
* To be familiar with BUCS rules and regulations, including sport specific rules pertaining to your sport.
* To fulfil all BUCS administration requirements as requested by the Club Development Officers and/or Competitions Manager. This includes providing regular communication to club members participating in BUCS around fixtures, travel, H&S and any other relevant logistics.

# Location

* Location for club training will be communicated in advanced and may include facilities both on and off Northumbria University Campuses.
* Location for fixtures and competitions may be local, regional and/or national.
* Travel will be provided to assist delivery of coaching at away fixtures and competitions.

# Hours of Attendance

* This is a part time (number of hours per week to be agreed in advanced) part year (September-May) role, and will include early morning, evening and/or weekend working.
* Attendance will be expected at key dates, including Coaching Induction Day and Student Sports Fair.

*This Role Description is not intended to be an exhaustive list of duties and will be subject to periodic review by the University Executive and/or relevant Service Director in discussion with the role-holder.*

**Person Specification**

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| **Experience and Knowledge** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| Experience of coaching within a wide range of abilities and settings | Essential | **☒** | **☒** |
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| Experience of working within a multi-disciplinary team | Desirable | **☒** | **☒** |
| Knowledge and understanding of modern coaching and training methods | Essential | **☒** | **☒** |
| Knowledge of health and safety in sport | Essential | **☒** | **☒** |
| Knowledge of sport in a higher education setting | Desirable | **☒** | **☒** |
| Knowledge of BUCS competition structures, rules and regulations | Desirable | **☒** | **☒** |

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| **Skills, Abilities & Behaviours** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| Excellent communication skills | Essential | **☒** | **☒** |
| Ability to work effectively when alone and unsupervised | Essential | **☒** | **☒** |
| Ability to plan and deliver technical training programmes | Essential | **☒** | **☒** |
| Ability to enthuse and inspire players to achieve | Essential | **☒** | **☒** |
| Ability to adapt coaching style to meet the needs of the participant | Essential | **☒** | **☒** |

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| **Education & Training** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| Level 1 coaching qualification in relevant sport | Essential | **☒** | **☐** |
| Level 2 coaching qualification in relevant sport | Essential | **☒** | **☐** |
| Level 3 coaching qualification in relevant sport | Desirable | **☒** | **☐** |
| Official / Referee qualification | Desirable | **☒** | **☐** |
| Valid Emergency First Aid qualification or willing to undertake the qualification within the first month | Essential | **☒** | **☐** |
| Valid Safeguarding qualification or willing to undertake the  qualification within the first month | Essential | **☒** | **☐** |
| Commitment to ongoing professional development | Essential | **☒** | **☐** |

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| **Other Requirements** | | | |
| **Criteria** | **Weight** | **A** | **I** |
| Willingness to work mornings, evenings and weekends, as well as  attend additional events (Sports Fair, Coach Induction) as required | Essential | **☒** | **☒** |
| Willingness to work across multiple sites | Essential | **☒** | **☒** |
| Willingness to travel for away fixtures | Essential | **☒** | **☒** |

Legend: A = Application I = Interview