



## INCLUSIVE SPORT

**Job Title:** Assistant Coach

**Responsible to:** Head Coach

**Place of Work:** Multiple locations within Canterbury District and Thanet

**Hours of Work:** Dependent on hours required

**Pay Scale:** £10.50- £12.50 per hour dependant on experience and qualifications

### JOB PURPOSE

To assist and support inclusive physical activity and sport programmes in a variety of settings throughout Canterbury and Thanet.

### KEY ACCOUNTABILITIES

To support inclusive physical activity and sport sessions in a variety of settings for children, young people, adults, and people in later life across Canterbury and Thanet. Inclusive Sport is passionate about working with special populations such as people with disabilities, people from low economic backgrounds and people from minority ethnic groups. You will be responsible for supporting a wide range of programmes and sessions as stated below:

- Enrichment, mentoring and inclusive PE support programmes in both mainstream and special schools.
- Community and grassroots sports sessions
- Sports sessions for people in care homes
- School holiday activity camps

### RESPONSIBILITY AND DUTIES

#### Delivery

- Support the head coach to deliver activities that meet the needs of the target group (e.g. sports training sessions and coaching, matches, activity groups, educational developmental sessions).
- Support the head coach to coordinate the delivery of sport/physical activity as directed by in the activity delivery plan.
- Support the head coach to prepare, set up and lead the activity; close the session and tidy up according to the activity and venue regulations.
- Engage relevant staff, volunteers and leaders from the participant group in delivering the activity.
- Introduce participants to the rules of the games and common values that sports may bring (e.g. teamwork, resilience).

## **Working with the participants**

- Develop positive and effective relationships with every participant.
- Be compassionate and non-judgemental.
- Maintain appropriate boundaries and confidentiality with participants, staff and volunteers.

## **Working with other staff**

- Collaborate with other staff to ensure activities are delivered when scheduled and participants' needs are met.
- Manage assistant coaches and volunteers in a professional manner.
- Treat all staff with respect

## **Monitoring, evaluation and reporting**

- Collect contact information, attendance data and consent forms (if needed) from participants (in accordance with GDPR rules) to ensure regular communication and establish who to contact in case of an emergency when delivering the activity.
- Gather and compile data such as attendance numbers, feedback (e.g. satisfaction surveys) and other reportable outcomes from the activities.
- Complete relevant administrative duties

## **Health, safety, risk assessment, child protection**

- Work with management team on assessing, monitoring and managing risks to the initiative.
- Ensure the initiative and staff observe health safety, protection and safeguarding requirements set out by local or national authorities.

## **Travel**

- Travel to locations where the activities will take place; travel to meet and liaise with local stakeholders

## **Own professional development**

- Participate in training relevant to your area of work for ongoing professional development and to address the needs of our audiences.

## **General**

- To undertake any other duties that may be necessary from time to time as may be reasonably requested by Inclusive Sport.
- To work according to the Company policies and procedures.
- Attend meetings, briefings as appropriate and liaise with other staff.

## **SAFEGUARDING**

Inclusive Sport is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of employment will be subject to a full Safer Recruitment Process and the successful candidate will be subject to an enhanced DBS check,

satisfactory references and other background checks deemed appropriate for this role. This role is exempt from the Rehabilitation of Offenders Act 1974.

## PERSON SPECIFICATION

**'A person that believes in our intention and can represent our values'.**

### OUR INTENTION

To ensure ALL people are able to engage in physical activity regardless of their background, ability or needs.

### Our Values



Show Compassion



Be Inspirational



Provide Belongingness

## ADDITIONAL REQUIREMENTS BELOW

### Essential

- Have access to own transport and be able to travel to multiple venues.
- Full UK driving licence

### Desirable

- Knowledge of MS Office
- Access to own laptop/computer
- Level 1 or 2 sports qualification from a recognised national governing body