

JOB DESCRIPTION

Job Title:	Coaching Academy Member
Post Number:	n/a
Department	Cardiff Met Sport
Location:	Cyncoed / Various (Cardiff)
Grade:	Grade 2 (SCP8)
Salary:	£9.79 (INC 14% Annual Leave Entitlement)
Tenure:	Zero Hours
Hours	As required
Accountable to:	Sports Development Manager / Coaching & Workforce Development Coordinator
Accountable for:	None

Role Summary:

1. To support the workforce needs of Cardiff Met Junior Sports Academies and Sport Cardiff community programmes through the delivery of sports coaching in a variety of settings.
2. Plan and deliver coaching sessions to children and young people ensuring the highest standards of delivery in line with all current legislation and statutory requirements, including health and safety.
3. To be responsible for the safe and effective set-up, management of, and set-down of the equipment / working area.
4. To contribute fully to the Coaching Academy inclusive of undertaking individual training and development, in addition to supporting the development of other academy members through a programme of practice sharing and mentoring.

Principal Duties and Responsibilities:

1. To plan, organise, and deliver inclusive and engaging sports coaching sessions.
2. To adhere to policies, procedures, and expected behaviours as outline in the Coaching Academy code-of-conduct.
3. Prepare and implement Risk Assessments for each session delivered to ensure the equipment / venue is properly prepared for use, and any damage, wear, or accidents / near misses are reported appropriately.
4. To participate actively in supporting the principles and practice of equality of opportunity as laid down in the organisation's Equal Opportunities Policy.
5. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
6. As a term of your employment you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.

Additional Information:

The role will include weekend and evening work and will require the ability to work on Cardiff Met sites and in any of the six designated City Council Neighbourhood Management Areas as directed.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



Cardiff
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University

Prifysgol
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Caerdydd

PERSON SPECIFICATION

Post: Coaching Academy Member

Unit/School: Cardiff Met Sport

*Key
A - Application form
I - Interview
T/P - Test/Practical

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	<p>Level 1 NGB / UKCC Coaching Qualification in at least one sport</p> <p>Undertaking study at Cardiff Met, with a minimum of 2 years of study remaining</p> <p>Willingness to attend a series of induction / training courses on commencement of post</p>	x		
Education & Qualifications (Desirable)	<p>Level 2 NGB / UKCC Coaching qualification in at least one sport</p> <p>Level 1 NGB / UKCC coaching qualifications in more than one sport</p> <p>Higher Sports Leadership Award (Level 3)</p> <p>First Aid certificate</p> <p>Child Protection Course Certificate</p> <p>Sports Coach UK 'Coaching Disabled Performers' / Disability Inclusion Training certificate</p>	x		
Knowledge (Essential)	Understanding of coaching principles and techniques		x	x
Knowledge (Desirable)	Applied understanding of coaching principles and techniques across a range of environments		x	x

Skills & Abilities (Essential)	Proven effective verbal communication		x	x
	Proven ability to plan and organise inclusive and progressive coaching sessions	x		x
	Ability to time-manage effectively	x		
	Excellent customer care skills	x		
Skills & Abilities (Desirable)	Proven ability to communicate effectively through a range of mediums		x	
	Ability to speak Welsh fluently	x		
Experience (Essential)	Relevant experience in delivering sports sessions to a range of age groups	x		
	Experience of developing and planning coaching sessions	x		
Experience (Desirable)	Experience in delivering sports sessions across a range of sports	x	x	
	Experience of mentoring other coaches, peers, or volunteers	x		
Other Requirements (Essential)	A commitment to delivering a minimum of 4 hours per week on Cardiff Met Junior Sports Academies, Sport Cardiff community programmes, and AU Sport.	x	x	
	Willingness to coach a variety of different sports	x		
	Willingness to undertake further training and receive mentoring	x	x	
	Ability and willingness to travel throughout the Cardiff area.	x		
Other Requirements (Desirable)	Full driving licence and access to a car.	x		
	A commitment to delivering on Cardiff Met Sport holiday programmes (inclusive of Easter and Summer programmes)	x		