

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.	70261 - 70266
Post Title:	On Track Sport/ Youth Leader
Unit/Team:	Sport and Recreation
Grade:	Grade C
Service:	Leisure & Wellbeing
Reports to:	On Track Co-ordinator
Issue Date:	September 2016

PURPOSE OF THE JOB

The On Track Sports Leader will both lead and assist in the delivery of structured multi sport sessions. The delivery of such sessions will take place during lunchtimes within the school's academic year, as well as after school and during the holiday periods. The role will require the recording of statistical data as well as session evaluations. The sports leader will develop pupils/ young people to achieve high levels of performance in sport through good coaching and social development.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To lead or supervise sports activities, ensuring all relevant session planning and monitoring and evaluation paperwork is completed.
- 1.2 To conduct outreach and consultation work to attract more participants.
- 1.3 To develop strong relationships with sports clubs and schools in order to identify developmental routes for pupils and young people.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Regular communication and contact with the On Track management team to ensure a constant flow of communication about sessional groups and projects.
- 2.2 To be aware of Health & Safety legislation and ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and departmental guidelines for Best Practice.
- 2.3 Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

None

5. RESPONSIBILITY FOR ASSETS AND DATA

To ensure that all lost or damaged equipment is reported to the management team in order to facilitate replacement.

6. EXTENT OF PUBLIC CONTACT

The post will involve substantial contact with the programme leaders and participants.

The post holder shall also work with the following as and when appropriate:

On Track Co-ordinator

7. WORKING CONDITIONS AND ENVIRONMENT

The post holder will spend the majority of their time 'on site' and away from an office base. Attendance at meetings at central and outreach venues will be required. The hours of work will be flexible, according to the requirements of the programme.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan

Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: On Track Sports Leader

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Knowledge of issues regarding young people – e.g. substance misuse, youth crime and social exclusion	E	A,I
Coaching qualification at NGB Level 2	E	A,D
Knowledge of the developmental process of session participants	E	A,I
Excellent communication skills	E	A,I
Empathy with both adults and session participants	E	A,I
Ability to build constructive and interactive relationships with schools, participants and sports clubs	E	A,I
Strong organisational skills	E	A,I
Strong leadership skills and ability to motivate and inspire	E	A,I
Ability to work evenings and weekends where necessary	E	A,I
Must be able to provide own transport	E	A,I,D
Able to work under own initiative	E	A,I
A minimum of one years' coaching experience	E	A,I,R
Experience of leadership of young people, in a sporting or recreational context	E	A,I
Experience of dealing with challenging situations whilst coaching	E	A,I
Experience of working in a team environment	E	A,I
Ability to monitor and evaluate both practical sessions and written or verbal feedback	E	A,I
A commitment to work within our CAN DO values	E	A, I
Knowledge of sports development structures and programmes	D	A, I
Awareness of health and safety issues, plus an understanding of child protection and confidentiality	D	A, I

Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D