

JOB DESCRIPTION

General Information

Job Title	Sports Assistant	Reporting To	Sports Development Manager
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General Purpose

To assist in the delivery of sports based coaching/games/sessions to children, young people and adults. This may also include assisting at events and admin based work in the office.

Responsible for any Financials or Direct Reports

N/A

Key Deliverables

- To support the sports development team in a range of sports activities and events as required.
- Run warm ups / cools down during coaching / games sessions
- Assist with small sided games
- Set up equipment for warm ups and as directed for the main activity by the leader or coach
- Communicate with your leader to ensure you know what you are required to do
- Have a list of small sided fun games in case the leader is occupied
- To advise the leader/coach of any situation that develops within the group with which you are working that you are unable to deal with successfully.
- To assist with the collection and storage of equipment at the end of the session to comply with all necessary Health and Safety requirements as required to undertake these duties.
- To assist with ensuring that all children disperse according to parents' instructions and also remain with any children that haven't been collected
- To ensure compliance with the Vivacity's Equalities Policy and Child and Vulnerable Adult's Safeguarding procedures
- Arrive no less than 15 mins prior to session starting
- Monitor the safety of the group throughout the session
- Take the lead if leader is required to give first aid (but remain in view of the casualty during the given first aid)
- Assistant can administer first aid if trained (the leader then remains in charge of session)

VARIATION CLAUSE

- This is a description of the job as it is constituted at the date advertised. It is the practice of this organisation to periodically to examine Job Descriptions, update them and ensure that they relate to the job performed or to incorporate any proposed changes. This procedure will be conducted by the appropriate Manager in consultation with the Post holder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your Job Description following consultation.

FLEXIBILITY CLAUSE

- Other duties and responsibilities express and implied which arise from the nature and character of the post within the Department (or Section) mentioned above or in a comparable post in Vivacity.

Requirements - Experience

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- Minimum of 6 months experience whether it be voluntary or paid in a coaching / assisting capacity in sport.

Requirements – Qualifications

Minimum requirements:

- Community Sports Leaders Award level 2

OR

- A National Governing Body of sport qualification level 1

Desirable:

- Holds a clean driving licence and has a car to get around in.

Requirements – Personal Characteristics

- Punctual
- Has excellent verbal communication skills
- Interested in sports coaching / development
- Ability to plan activities
- Ability to react professionally under pressure
- Seeks to increase there learning and experience through gaining new coaching qualifications

Other Points

Vivacity places great emphasis on developing accessible sport and opportunities to participate in active recreation. The Sports Development Team forms a part of the wider Sports and Leisure Service which incorporates the operation of a network of swimming pools, leisure centres and associated services. Whilst not exclusive the facilities provide a base for many of our sports development initiatives together with a number of remote service delivery points. Sports assistants are key to supporting the sports development officers in the delivery of opportunities across the city at any given time or day.