

JOB DESCRIPTION & PERSON SPECIFICATION



Job Title	Sports Development Coach
Accountable to	Sports Development Manager
Responsible for	Evening Community Sports Programmes
Location	Sobell Leisure Centre, Hornsey Road, N7 7NY & other locations
Salary	£26,000.
Term	37.5 hours per week. The nature of the work will require a commitment to work unsociable hours, evening and possible weekends. Flexible working hours will be adopted to cover, evening, weekend and unsociable hours working. 2 years (with option for additional years)
Annual Leave	22 days + statutory and public holidays.
Terms and Conditions	A staff handbook will be issued to the successful candidate with the offer letter. This is a fixed term contract initially for 2 years (with option for additional years)
Superannuation	The Access to Sports offers a workplace pension scheme.

Main Purpose

The primary focus of the Sports Development Coach role is to deliver the Access to Sports Project's key initiatives across Hackney, Haringey, and Islington. The successful candidate will be responsible for ensuring high-quality delivery in the following areas:

1. **Delivering Sports Coaching Programs** – Delivering, and leading sports coaching sessions aimed at engaging young people and encouraging physical activity. The postholder will also assist the coordination of coaching programmes.

In addition the post holder will also support

2. **Sports Leadership and Coach Education Programs** - Supporting the delivery of leadership training and coach education programs, enabling local residents to gain qualifications and develop skills as sports coaches.
3. **Developing Partnerships and Supporting Local Sporting Networks** - Building and maintaining relationships with local community organisations and sporting networks, ensuring effective collaboration and support for local sports initiatives.

Key Tasks

Service Delivery

The Sports Development Coach will play a key role in delivering a high-quality and innovative range of sports and physical activity programs. Responsibilities include:

Sports coaching delivery and programme coordination: The post holder will deliver regular scheduled sessions and support the coordination of a diverse programme of youth, sports, and physical activities, following an agreed work plan. This includes organising and delivering regular coaching sessions, tournaments, taster events, accreditation courses, and sports leadership programs, offered both weekly and during school holidays. It is foreseen that Football and/or Basketball will be key sports for the post holder. Emerging programmes, such as activities for individuals with learning disabilities, and *All-Play Community Sports*, may also be integrated into the work programme.

Promotion of Programmes: Effectively promote activities using a variety of outreach methods, including print media, social media platforms, and community outreach, ensuring broad awareness and participation in the programs.

Monitoring, Evaluation, and Reporting: The post holder will support the production of robust monitoring and evaluation processes to demonstrate the impact of the project. This includes collecting and analysing both quantitative and qualitative data, managing outcomes and outputs, and using focus groups and case studies to assess effectiveness.

Accredited Training Programme: Support the delivery of an accredited training programme for local people, helping them earn qualifications as sports coaches and leaders, and facilitating their pathways into employment, leadership roles, work placements, and volunteering.

Partnership Development: Supporting the Growth of New and Existing Partnerships - Actively contributing to the development and strengthening of both new and established partnerships, fostering collaboration to enhance program delivery.

Establish and Maintain a Wide-Reaching Partnership Network - Build and sustain a broad network of partners to facilitate the creation of new projects and programs. This collaborative approach will ensure a diverse range of opportunities for youth and community engagement.

Work together with Key Stakeholders - Work closely with local authorities in Hackney, Haringey, and Islington, as well as community organisations, sports clubs, voluntary youth groups, national bodies, and statutory partners. This partnership approach will be vital in ensuring the successful delivery of current initiatives, while also generating new services, opportunities, and resources for the community.

Supporting staff coordination and management - Staff, Volunteer, and Youth Leader Coordination: Assisting with managing and coordinating staff, volunteers, youth leaders and activators to ensure smooth and effective program delivery.

Additional Responsibilities

- **Manage Booking Systems and Records:** Oversee booking systems, maintain detailed participation records, and generate reports for monitoring and evaluation purposes.
- **Quality Assurance and Monitoring:** Conduct monitoring and quality assurance visits to assess the effectiveness of the project's sports sessions, ensuring high standards are consistently met.
- **Stay Informed on Best Practices:** Keep abreast of emerging research and industry best practices to continually improve program quality and effectiveness.
- **Community Outreach and Engagement:** Attend community events and participate in outreach activities to promote programs and foster community involvement.

- **Internal Reporting:** Provide regular reports on work programmes and project delivery, ensuring clear communication and accountability within the team.
- **Support in Funding and Development:** Collaborate with the team to develop and write funding bids, sponsorship proposals, and corporate funding requests. Identify opportunities to enhance service delivery and expand the program.

Team Involvement and Training:

Regularly attend team meetings and actively participate in in-service training sessions. These sessions will address coaching standards, programme themes, news and event updates, and ensure consistent alignment with program goals and procedures.

Regulatory and Legal Compliance

- Collaborate with the Chief Executive to ensure full compliance with all legal and regulatory obligations, including but not limited to employment law, health and safety, data protection, equal opportunities, and safeguarding and protection of children and vulnerable adults.
- Ensure that all staff and volunteers under your supervision actively promote and safeguard the welfare of young people in every context, recognising risks related to physical health, emotional well-being, educational achievement, sexual development, child sexual exploitation (CSE), crime, and gang involvement.
- Adhere to statutory guidelines and local protocols for collaborative working, such as the London Child Protection Procedures.
- Share relevant information about young people with appropriate agencies when necessary to manage risks and promote their welfare, in accordance with applicable legislation.

Functional Support

- Contribute to the delivery of key organisational functions, including but not limited to project administration, support, reporting, and record-keeping.
- Ensure that services are delivered in line with the Quality Standards established by The Access to Sports Project.
- Participate in training sessions and attend planning, supervision, and appraisal meetings to ensure adherence to safeguarding, health and safety, quality, and organisational standards and responsibilities.

Other Duties

The above list of principal duties and responsibilities serves as a general guide and may not encompass all aspects of the role. Additional duties may be required from time to time that are not listed but are appropriate to the nature, level, and demands of the position.

TRAINING & PROFESSIONAL DEVELOPMENT

In order to be effective in their work, staff are expected to keep themselves informed on current issues related to the work and to undertake appropriate training. Staff are encouraged to take up training opportunities but are also expected to pursue their own professional development through the appropriate channels.

TERMS & CONDITIONS

- a) The appointment will be to the Access to Sports Project.
- b) The salary for this post will be ££26,000.

Experience	
<ul style="list-style-type: none"> ▪ A proven track record of directly leading programmes of sports/youth activities in a range of inner-city settings. ▪ Experience of working successfully role with different groups of people. ▪ Experience of delivering high quality sports coaching service delivery and achieving targets. ▪ Experience of coordinating and high quality sports coaching programmes. ▪ Experience of producing high quality and impactful reports using a variety of methods: presentations, written, video or social media. ▪ Experience and knowledge of community sports development, and current initiatives relevant to sports development. 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
Qualities and Competence	
<p>Demonstrate qualities including:</p> <ul style="list-style-type: none"> ▪ Leadership: creates and communicates in a way that motivates others to achieve. ▪ Managing performance: sets clear goals and expectations follows progress against goals. ▪ Managing resources: allocates time and resources efficiently and effectively. ▪ Clear Communication: expresses self clearly and effectively when speaking and/or writing to individuals or groups and an ability to engage effectively with partners, staff and stakeholders. ▪ Enthusiasm and Commitment: demonstrates a passion and commitment to developing sporting opportunities for young people and a commitment to meeting the objectives of the Access to Sports project. ▪ Drive for results: defines work in terms of results and pursues success with energy and drive. ▪ Problem solving: generates creative approaches to addressing problems and opportunities. ▪ Valuing Diversity: demonstrates a genuine respect and commitment to cultural diversity. ▪ Interpersonal skills: builds constructive and effective relationships inside and outside the organisation. ▪ Organisation/Project management: follows logical approaches to completing work and translating strategies into step-by-step plans for action whilst monitoring work progress to completion. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Other	
<ul style="list-style-type: none"> • Demonstrate commitment to The Access to Sports Project’s Safeguarding and Child protection, Equal Opportunities Policy and work to promote safeguarding and Equality of Opportunity in their work. • An understanding of and commitment to the Health and Safety requirements for the post. 	<p>E</p> <p>E</p>