

## **EPPING FOREST DISTRICT COUNCIL JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Assistant Trampoline Coach</b>	<b>POST NO:</b>	<b>CHW35</b>
<b>DIRECTORATE:</b>	<b>Communities</b>	<b>SECTION:</b>	<b>Health &amp; Wellbeing</b>
<b>GRADE:</b>	<b>3</b>	<b>CAR ALLOWANCE:</b>	<b>Casual</b>
<b>DBS CHECK:</b>	<b>Yes</b>	<b>DBS LEVEL:</b>	<b>Enhanced</b>

### **PURPOSE OF THE JOB**

Responsible for the coaching of young people assigned to the coach with the overall supervision of the sessions head coach. Responsible for the development of a coaching programme for the children assigned and be responsible for session plans in accordance with this. The day to day tasks will include the setting up and packing away of equipment, ensuring all equipment is safe and well maintained and ensuring the participant's safety at all times.

**DIRECTLY RESPONSIBLE TO:** Head Coach  
Senior Health & Wellbeing Officer  
Disability Inclusion Officer

**DIRECTLY RESPONSIBLE FOR:** None

**LIMITS OF AUTHORITY:** See attached sheet

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **(a) Service responsibilities**

1. To be responsible for the development of a coaching programme for assigned participants.
2. The development of session plans which fit into the aim of the overall coaching programme.
3. Set up and pack away equipment.
4. Ensure participants safety and happiness at all times.
5. Liaise with sports and health development team.
6. To prepare and implement well structured and progressive coaching programmes ensuring a high quality, enjoyable coaching experience centred on the participant.
7. To encourage sustained attendance from participants throughout the whole programme of activity.
8. To actively promote sports development and partner activities.
9. To be a positive role model, creating a positive and fun environment in which to motivate and encourage people to participate in activity.
10. To assist in the collection of management information.
11. To agree and abide by the Epping Forest District Councils' Code of Conduct and carry out duties in accordance with the Epping Forest District Councils policies, including Equal Opportunities, Child Protection, Health and Safety at Work.
12. To be prepared to regularly carry out work during evenings and weekend.

The above duties and responsibilities do not include or define all tasks which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character or grading of the role.

**(b) Corporate responsibilities:**

To observe all of the requirements of Safeguarding and to report any potential concerns in accordance with the Council's Safeguarding Policy.

**(c) Management responsibilities:** None

**(d) Responsibilities for Health and Safety:**

Epping Forest District Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health and Safety at Work Act 1974:

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do.
- To co-operate with Epping Forest District Council in order to enable statutory requirements to be implemented.
- Not to intentionally interfere with or misuse anything provided in the interests of health and safety.

**(e) Responsibilities for Finance:** None

**POLITICALLY RESTRICTED POST:**

**No**

**REHABILITATION OF OFFENDERS ACT 1974:**

**Not Exempt**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Post Holder)

# PERSON SPECIFICATION

**POST TITLE:** Assistant Trampoline Coach

**POST NO:** CHW35

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF/I/ST/P)
<b>1.</b>	<b>Education, Training and Knowledge</b>			
<b>(a)</b>	Hold UKCC level 1 assistant trampoline coach.	E		AF
<b>(b)</b>	Have undertaken Safeguarding, equity and child protection training in the past two years.	E		AF/I
	Ability to undertake Safeguarding and Child protection training within 3 months of appointment.	E		AF/I
<b>(c)</b>	Possession of a First Aid Qualification/Training.	E		AF
<b>(d)</b>	Hold an industry recognised disability sport qualification.		D	AF
<b>2.</b>	<b>Experience</b>			
<b>(a)</b>	Experience of coaching trampolining or a minimum of two years experience of taking part in sport at club level as a participant.	E		AF/I
	Experience of coaching in a wide variety of environments.		D	AF/I
	Experience of writing a coaching plan.	E		AF/I
	Experience of risk assessing activity.	E		AF/I
	Experience of working with disabled performers in sport.	E		AF/I
	Experience of working as part of a team.	E		AF/I
<b>3.</b>	<b>Skills</b>			
<b>(a)</b>	<u>Oral Communication</u>			
	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E		I
	Ability to speak effectively with parents.	E		I
	Ability to communicate with participants with a variety of communicational difficulties.	E		I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF//ST/P)
<b>(b)</b>	<u>Written Communication</u>  Ability to write clear, detailed activity plans with teaching points.  Ability to evaluate sessions and write clear and accurate evaluation report	E  E		I  I
<b>(c)</b>	<u>IT Skills</u>  Good basic understanding of the Microsoft Suite Office software to include Word, Excel, Project.	E		I
<b>(d)</b>	<u>General Skills</u>  Good organisational skills.  Ability to develop and implement high quality, varied and creative coaching sessions which are participant focused.  Ability to inspire, motivate and encourage participants.  Ability to adapt sessions appropriately depending on participants needs.	E  E  E  E		I  I  I  I
<b>4.</b>	<b>Expected Values and Behaviours</b>			
<b>(a)</b>	<u>Trust</u>  Able to demonstrate openness and honesty and to be able to treat everyone with respect, take responsibility for own actions and give and receive constructive and consistent feedback to others.	E		I
<b>(b)</b>	<u>One Team</u>  Ability to work effectively within a team in order to meet shared objectives.  To participate as a team member and encourage others to behave similarly.	E  E		I  I
<b>(c)</b>	<u>Performance</u>  To take pride in one's work and be able to demonstrate an ability to strive to achieve excellence, as well as being able to learn from mistakes, continually develop skills and be willing to learn.	E		I

		ESSENTIAL	DESIRABLE	ASSESSMENT METHOD (AF//ST/P)
<b>(d)</b>	<u>Innovation</u>			
	Excellent problem solving skills to help deliver on successful sessions.	E		I
	Forward thinking to anticipate future problems.	E		I
<b>(e)</b>	<u>Customer</u>			
	Able to demonstrate an ability to put the customer at the heart of everything, and to provide services that are tailored to the different needs of communities	E		I
<b>5.</b>	<b>Physical Demands</b>			
	Able to demonstrate skill or technique to others on a trampoline.	E		I
	Able to manually pack away heavy equipment.	E		I
<b>6.</b>	<b>Other Requirements:</b>			
	Full Driving Licence.		D	I
	Own Transportation.		D	I
	Ability to work outside of normal working hours.	E		I
	A satisfactory attendance record in accordance with the Council's Managing Absence policy, taking account of your individual circumstances.	E		I/R

Signed: \_\_\_\_\_  
(Director)

Date: \_\_\_\_\_

AF - Application Form  
I - Interview

**EPPING FOREST DISTRICT COUNCIL  
LIMITS OF AUTHORITY**

<b>Post Number: CHW35</b>	<b>Job Title: Assistant Trampoline Coach</b>
<b>Authority:</b>	<b>Comments:</b>
<p><b>Spending Control Officer</b></p> <p>For budgets and expenditure codes attaching to the post as set out in the Council's budget document and subject to direction by the Head of Service.</p>	None
<p><b>Authorised Signatory</b></p> <p>As set out in the schedule maintained by the Head of finance and updated from time to time by the Head of Service.</p>	None
<p><b>Financial Regulations</b></p> <p>As required by Heads of Service or as directed by the Council.</p>	None
<p><b>Delegated Authorities</b></p> <p>As determined by the Head of Service in accordance with the schedule of delegated authorities in the Council's Constitution.</p>	None
<p><b>Statutory Authorities</b></p> <p>As determined by the Head of Service and approved by Council specifically or as delegated.</p>	None
<p><b>Signing of Correspondence</b></p> <p>As determined by the Head of Service in any relevant category of correspondence.</p>	None
<p><b>Supervisory/Managerial</b></p> <p>As determined by the Head of Service.</p>	None