Job Description & Person Specification

Title: PE, PLPS and School Sports Coach (Part time)

Reports to: Primary Education – Senior Community Officers

Based at: The HUB, East Stand, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ

Job Purpose: To plan and deliver in 4 key areas of work: Physical Education Lessons, Premier League Primary Stars, After Schools Clubs and Lunch Time Clubs. To support in the running of our schools tournaments.

Salary: Competitive

Key Responsibilities & Accountabilities:

- To lead delivery of PE Lessons, Premier League Primary Stars, After School Clubs and Lunch Time Clubs.
- To help in the running of our schools football tournaments in partnership with SHAPE.
- Develop relationships with Partner Schools
- To support on Session Planning, Delivery and Data Collection.
- To attend CPD Training Courses in relation to the role.
- To support the Promotion, Delivery and Administration of the Mini Spireites / Saturday Morning Club Sessions and Spireites Soccer School during half term.
- Administration, research and support the delivery of future projects and support the expansion of existing projects.
- Ensure that risk assessments for all sessions are completed prior to any sessions taking place.
- To have valid Safeguarding, First Aid and DBS Certificates, or be willing to attain.
- Any other task which is deemed necessary by the Trust as it grows.
- To work evening or weekends as and when deemed necessary by the Trust.

Person Specification	Description	Essential	Desirable
Qualifications	• NGB Level 2 Coach • Emergency First Aid qualification • AfPE Level 3 • HLTA Level 3 or 4 Certificate • Degree in Sports Coaching or relevant subject • Relevant Qualification for working in Schools	* * * *	 * *
Experience	• Planning and delivering coaching sessions • Coaching children and young people • Working with and in schools • Working a Sports-based (or similar) Charity Role	* * *	 *
Knowledge	• Understanding of the school environment • Knowledge of working with people of all backgrounds • Safeguarding & Protecting Children & Vulnerable Adults	* * *	
Technical Competencies			
IT	• Competent in the use of social media for marketing purposes • Experience of using databases	* *	
Communication	• Excellent verbal, written and presentation skills • Comfortable in working with a wide and diverse range of different people	* *	
Analysis and Problem Solving	• Uses a methodical approach to isolate problems and define opportunities to provide creative and realistic solutions which meet the Trust's and partners needs	*	
Core Competencies			
Planning & Project Management	• Is able to evaluate successes and areas for development • Is able to work to deadlines and manage time effectively	* *	
Customer Services	• An understanding of delivering highly customer facing services and solutions • Understanding of customer requirements	 *	*
Leadership	• Transmission of the Trust's vision • Motivates others • Acts as a role model with behaviour consistent with the vision of the Trust and sends clear messages	* * *	
Personal Attributes	• Self driven and motivated • A clear drive to produce high quality work • Willingness to work evenings and weekends • An excellent communicator • Flexible and positive attitude	* * * * *	
Other	• Full Driving License • Own Transport	 *	*