



## Northumbria Sports Club Coach

<b>Service:</b>	Campus Services
<b>Grade:</b>	3/4/5 depending on qualification
<b>Category:</b>	Professional Support
<b>Role Purpose:</b>	To provide high quality coaching and support the development of the club in coordination with the Club Committee.
<b>Reports to:</b>	Sport Clubs Manager
<b>DBS Required:</b>	Disclosure and Barring Service Check not required

### Specific Duties and Responsibilities:

- To plan, develop and deliver safe, effective and appropriate coaching sessions to enable the development of skills and enhanced performance of squads and individual members within the club taking in to account a diverse range of abilities.
- To monitor attendance at club sessions, taking registers where appropriate or where requested by Northumbria Sport.
- To encourage new student members to purchase memberships and monitor closely that only students with paid memberships are attending sessions.
- To provide coaching support at BUCS (British Universities and College Sport) fixtures, and assist with team selection for BUCS fixtures in collaboration with the Club Committee, where agreed.
- To provide feedback on attendance and performance of club members to the Sport Clubs Manager on a monthly basis.
- To regularly communicate with Sport Club Committee members to support development of the club.
- To champion health and safety at all sessions, and to stay up to date with all relevant University H&S policies
- To complete full risk assessments on club activity and venue.
- To be familiar with BUCS rules and regulations and to fulfil all BUCS administration requirements as requested by the Club Development Officers and/or Competitions Manager. This includes providing regular communication to club members participating in BUCS around fixtures, travel, H&S and any other relevant logistics.
- To act as a main point of contact for sport related questions from new and potential student athletes, providing information on the programme, training times and membership price. To act as a positive and professional role model, displaying good coaching conduct at all times, and promoting an enjoyable and inclusive atmosphere
- Ensure you are approachable, helpful, polite, knowledgeable about our products and services and consistently professional.
- Undertake such other duties as may reasonably fall within the remit of the post and as required by the Sport Clubs Manager.

### Location

- Location for training will be agreed in advanced and can include facilities on and off Northumbria University Campuses.
- Location for fixtures and competitions can be locally, regionally and nationally.
- Travel will be provided to assist delivery of coaching at away fixtures and competitions.

### Hours of Attendance

- This is a part time (number of hours per week to be agreed in advanced) part year (32 weeks between September-May) role. This will include early morning, evening and/or weekend working.
- Attendance will be expected at key dates, including Coaching Induction Day and Student Sports Fair.

*This Role Description is not intended to be an exhaustive list of duties and will be subject to periodic review by the University Executive and/or relevant Service Director in discussion with the role-holder.*



## Person Specification

Experience and Knowledge			
Criteria	Weight	A	I
Experience of coaching within a wide range of abilities and settings (for Grade 4)	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Significant experience of coaching within a wide range of abilities and settings (for Grade 5)	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of working within a multi-disciplinary team	Desirable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge and understanding of modern coaching and training methods	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of health and safety in sport	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of sport in a higher education setting	Desirable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge of BUCS competition structures, rules and regulations	Desirable	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Skills, Abilities & Behaviours			
Criteria	Weight	A	I
Excellent communication skills	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to work effectively when alone and unsupervised	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to plan and deliver technical training programmes	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to enthuse and inspire players to achieve	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Ability to adapt coaching style to meet the needs of the participant	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Education & Training			
Criteria	Weight	A	I
Level 1 coaching qualification in relevant sport (for Grade 3)	Essential	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Level 2 coaching qualification in relevant sport (for Grade 4)	Essential	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Level 3 coaching qualification in relevant sport (for Grade 5)	Essential	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Official / Referee qualification	Desirable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Valid Emergency First Aid qualification or willing to undertake the qualification within the first month	Essential	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Valid Safeguarding qualification or willing to undertake the qualification within the first month	Essential	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commitment to ongoing professional development	Essential	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Requirements			
Criteria	Weight	A	I
Willingness to work mornings, evenings and weekends, as well as attend additional events (Sports Fair, Coach Induction) as required	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Willingness to work across multiple sites	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Willingness to travel for away fixtures	Essential	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Legend:** A = Application

I = Interview