

## **JOB TITLE   SPORTS COACH**

### **REPORTS TO POOL & SPORTS FACILITIES COMPLIANCE MANAGER**

#### **1.      JOB DESCRIPTION**

As a sports coach, you play a pivotal role in leading and organising sports clubs for the people we support. Your primary responsibility is to create a safe and inclusive environment where participants can develop their skills and confidence while having fun. This involves running sports clubs during various times, including lunch, evenings, and weekends, as well as performing lifeguarding duties during water-based activities to ensure the safety of all individuals.

Adaptability is key in your role, as you will need to tailor activities to accommodate the specific needs and abilities of each participant. Providing guidance and support to help them develop their skills and confidence is essential in helping them thrive in a sports setting. Your ability to create a fun and friendly environment will foster a sense of teamwork and camaraderie among participants.

In addition to delivering sports clubs and water-based activities, you will also be responsible for maintaining high standards of care and protection for the people we support. Anticipating and preventing accidents within our sports facilities is crucial, so your attention to detail and vigilance is paramount. Your willingness to assist with general duties such as sports pool facility maintenance and administrative tasks ensures that the service we provide remains uninterrupted.

Your flexibility in working weekends and evenings demonstrates your commitment to providing quality sports programs for individuals we support. Your passion for sports and dedication to helping others reach their full potential make you an invaluable asset to our team. By embodying professionalism and excitement in all that you do, you contribute to creating a positive and enriching sports experience for everyone involved.

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#### **2.      PRINCIPLE ACCOUNTABILITIES**

- 2.1      Carry out the day to day walk through of all pool & sports & facilities ensuring they are safe, clean and welcoming.

- 2.2 Complete pool records, in line with HSG179 Health and safety in swimming pools.
- 2.3 Ensure to follow the highest level of health and safety practices in the facility, including, cleaning, water testing and maintenance duties.
- 2.4 When required manage the pool plant to ensure appropriate dosing of the pool to maintain water quality and have a thorough understanding of COSHH regulations. Take note of stocks and inform manager when stocks are low.
- 2.5 Ensure safeguarding protocols are in place to manage appropriate access to the facilities by the various users.
- 2.6 To promote and support awareness of cultural diversity. To ensure that bullying, harassment and intimidation are not tolerated.
- 2.7 To be aware of issues relating to POVA and safeguarding of children and to report any untoward incidents immediately to the appropriate person.
- 2.8 Ensure that appropriate and detailed records are carried out to demonstrate full compliance with all relevant and recommended good practice for sports facilities and swimming pool.
- 2.9 Ensure that all pool & sports facilities are maintained to a high standard day-to-day. This will occasionally include ad-hoc cleaning and the appropriate setting up, management and storage of equipment.

### **3 KEY RELATIONSHIPS**

- 3.1 The nature of the role requires good communication with existing and potential members of the team other services within the organisation and external agencies as required such as:
  - Day Opportunities
  - School & College
  - Residential Warford & Community houses
  - Maintenance team
- 3.2 Promote and encourage the use of facilities and services ensuring the highest standards of customer relations are maintained.

3.3 Provide a fun and welcoming environment at the Pool & Sports facilities, with a focus to maximise usage and ensure the people we support enjoy the best possible experience, through:

- Offering a variety of clubs and activities to cater to different abilities and interests, ensuring that there is something for everyone to enjoy.
- Support the supervisor and manager in gaining feedback from the people we support in order to enhance the clubs and opportunities available.
- Working as a team player and collaborating the different services to offer joint programming and events at the facility.
- Support the hosting of regular events to create a sense of community and encourage participation in the facilities.

3.4 Handling inquiries, complaints, compliments, and issues in a professional and timely manner in line with DL policies and procedures is essential for maintaining pool and sports facilities user satisfaction.

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## PERFORMANCE MEASURES

- Quality of relationships with people we support, staff and other professionals measured by feedback and observations.
  - Line Manager Satisfaction with quality of work, competence level, all measured by feedback, performance appraisals and ongoing performance management.
  - **Disclosure and Barring Service (DBS) Checks:** This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check. Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).
  - To prevent abuse and implement good practice David Lewis ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.
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<b>PERSON SPECIFICATION</b>	<b>Essential/ Desirable</b>	<b>Assessment Method</b>
<b>Qualifications and Experience</b>		
Current and valid National Pool Lifeguard Qualification (NPLQ) or willing to be trained	D	CV/App form
Minimum Level 2 in at least one recognised sports/leisure by an accredited body	E	CV/App Form
Additional coaching qualifications in other recognised sports	D	
Previous practical experience of the delivery of swim/sports activities	E	CV/App Form
Pool plant operators' licence, or willing to be trained	D	CV/App Form
Level 2 or above Swim Teacher qualification	D	CV/App Form
<b>Skills and Attributes</b>		
Excellent organisational skills	E	Interview
Excellent communication skills	E	Interview
Supportive of the practical, requirements of the people we support and their needs and enabling these.	E	App Form Interview
Ability to react calmly and effectively in unexpected or emergency situations	E	Interview
Ability to set up, prepare and evaluate sports equipment ready for safe delivery of swim sessions and sports clubs	E	Interview
Adaptable and flexible with hours/ days worked	E	Interview
Positive team player	E	Interview
Good IT skills, familiarity with MS Office	E	App Form