



Disability Sport Worcester

Casual Assistant Coach

<u>Service Area:</u>	Disability Sport Worcester
<u>Job Title:</u>	DSW Casual Assistant Coach
<u>Pay:</u>	£8.50 p/h (as and when required)
<u>Person Responsible to:</u>	Disability Sport Worcester Coordinator
<u>Posts Responsible for:</u>	Volunteers
<u>Working Hours:</u>	Casual (as and when required upon agreement with DSW)

Duties/Functional Responsibilities:

To assist in the provision and delivery of disability and inclusive multi-sport and sport specific sessions, for disabled individuals in the Worcester area.

Key Tasks:

1. Support the planning and delivery of a varied and interesting programme of disability and inclusive multi-skills/multi-sports across the City as directed by the programme manager.
2. Support the Lead Coach in ensuring that sessions are delivered at a high quality level that is inclusive and non restrictive
3. To implement appropriate Health and Safety policies and procedures in order to ensure a safe, effective, child friendly environment at all sessions.
4. To maintain confidential, detailed and accurate records of those attending sessions and to ensure that these are regularly passed on to the programme manager, including evaluations.
5. To maintain current knowledge of Governing Bodies, sport development networks and other relevant agencies programmes policies, guidance and advice.
6. To be committed to continuous professional development (CPD) relevant to the post and remain professional at all times.

7. To attend relevant meetings as and when required/directed.
8. To undertake any other duties appropriate to the post.

General:

1. The Casual Assistant Coach will be expected to:
 - Work outside normal working hours, which may include evening and weekend work.
2. To carry out such other duties commensurate with the grading of the post as may be reasonably required.
3. The post holder will be expected to promote, understand and maintain Disability Sport Worcester's Equal Opportunities Policy and policies relevant to any delivery/ work.

Health and Safety:

1. To be responsible for herself/himself and others in accordance with the Health and Safety at Work etc. Act 1974.
2. The post-holder will also be expected to promote Disability Sport Worcester's policies and procedures on health and safety
3. To always work alongside another member of staff within DSW or agreed organisations as no lone working is permitted by DSW staff or volunteers at any time.

Child Protection:

- The post requires occasional contact with under 18's but not in a supervisory role.
- The post requires collection of information about children taking part in activities.
- The post involves carrying out risk assessments and establishing procedures on activities/facilities relating to children's events.
- The post requires an enhanced CRB and a minimum of Level 1 Safe Guarding Children Training.

Note:

The above is a description of the job as it is at present constituted and is therefore subject to review and updating from time to time. It is Disability Sport Worcester's policy to consult the employee and to aim to reach agreement on amendments but nevertheless the right to make any reasonable changes is reserved.

Person Specification

Physical appearance:

- Clean and tidy/ suitably dressed to reflect activities of post

Education, training and qualifications:

- Minimum of a UKCC or equivalent- Level 1 qualification in any sport
- Safeguarding training
- Equity in coaching
- First Aid
- Have coached in schools, community clubs and/or on sports development initiatives

Particular skills and abilities:

- Ability to support the planning and deliver coaching sessions
- Ability to coach mixed ability groups
- Ability to coach a variety of age groups
- Ability to adapt to coach in different environments
- Good verbal and written communication skills
- Confident session delivery taking into account safety and the needs of the participants

Knowledge and understanding of:

- Working with special needs groups
- DSW partners and WCC Sports Development networks

Interests and motivation

- Self motivated, resilient, enthusiastic.
- Evidence of involvement in a range of sport and physical activities

Additional information

- Ability to travel around city, often transporting large amounts of equipment as necessary for the coaching sessions
- A willingness to work unsociable hours
- Ability to use basic ICT to collate information and produce evaluations (E.g. Microsoft Excel, Word and use email).