



Job Title: Assistant Sports Coach

Responsible to: Head Sports Coach

Place of Work: Multiple sites across Kent

Hours of Work: Dependent on hours required

Pay Scale: £7.38 - £8.21 per hour dependant on experience and qualifications

Applications Close: Ongoing

Interview Dates: Ongoing

Job Purpose Statement:

To assist and support quality sports provisions across Sports Connect Community CIC and Sports Development programmes. You will be placed within specific projects as detailed below as well as provide general support across the four cornerstones of Sports Connect.

Main Responsibilities and Duties:

- Your primary accountability is to assist and support sports based coaching sessions working within a team of coaches delivering sessions and supporting community sport sessions across targeted regions throughout Kent and the South-East. Depending on qualifications and experiences this may include working across the business cornerstones including:
 - Assisting and supporting sports enrichment programmes
 - Assisting and supporting community sports activities
 - Assisting and supporting at schools
 - Assisting and supporting children in custody
- Assisting and supporting coaching activities at venues
- Having a good understanding of safeguarding policies and procedures
- Taking payments on sites and co-ordinating these with head office.

- You will also be expected to attend events that will help to develop the profile of Sports Connect within Kent and South-East.
- Regularly attend Sports Connect Team Meetings as requested by The Directors or Senior Lead Team.
- Follow all session delivery processes.
- Adhere to the company policies and processes
- Abide by the coaches code of conduct
- Undertake internal and external continuing professional development
- Any other duties requested by The Directors and Head of Community and Sports Development, or Senior Lead Team.

Health and Safety:

To work according to Health and Safety regulations being aware for your own safety and the safety of others.

Departmental Communication:

Attend meetings, briefings as appropriate and liaise with other staff.

General:

To undertake any other duties that may be necessary from time to time as may be reasonably requested by the College.

To work according to the Company policies and procedures.

Safeguarding:

Sports Connect is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Offers of employment will be subject to a full Safer Recruitment Process and the successful candidate will be subject to an enhanced DBS check, satisfactory references and other background checks deemed appropriate for this role. This role is exempt from the Rehabilitation of Offenders Act 1974.

Person Specification:

Area	Essential	Desirable
Education, qualifications, training and work experience.	<ul style="list-style-type: none"> ● NGB Level 1 Sports Coaching Qualification (or working towards completion) ● Up to date safeguarding ● First Aid qualification 	<ul style="list-style-type: none"> ● 1 year experience of community sports coaching ● Multi sports qualification ● Enhanced DBS check

Knowledge, skills and experience.	<ul style="list-style-type: none"> ● Experience of supporting sports based community projects ● Knowledge of sport and its impact on developing core skills to enhance people's lives ● Fits our six company values 	<ul style="list-style-type: none"> ● Experience working with community-based programmes. ● Experience working with multi sports partnerships ● Experience of working with a coaching team.
Project Delivery	<ul style="list-style-type: none"> ● Understand utilising a range of resources to monitor and evaluate participants and their performance 	<ul style="list-style-type: none"> ● Experience assessing risk and writing risk assessments.
Communication, Evaluation, Monitoring & Reporting	<ul style="list-style-type: none"> ● Effective communication skills (written, verbal, email/letter/report). 	<ul style="list-style-type: none"> ● Understanding of social media and marketing through social media. ● Experience of report writing skills. ● Strong administrative skills ● IT Skills and knowledge of Microsoft office applications.
Other	<ul style="list-style-type: none"> ● Ability to work within a team environment ● Ability to build relationships and network with other staff ● Ability to work unsocial hours ● Willingness to develop new skills and take on new challenges. ● The means to get to various coaching venues ● A Sports Connect DBS will be carried out if offered the role 	<ul style="list-style-type: none"> ● A passion for using sport to help develop people and improve their lives.