



## **Gymnastics / Trampoline Coach**

### **Job Description/ Person Specification**

**ROLE TITLE:** Gymnastics and/or Trampoline Coach (Full/Part-time)

**RESPONSIBLE TO:** Directors

It is important to note that this job description is a guide to the work you will be required to undertake. It may be changed from time to time to meet changing circumstances.

#### **SKILLS REQUIRED:**

- Good leadership skills and ability to work as part of a team
- Good interpersonal skills - Ability to communicate effectively with gymnasts, parents and members of staff
- Ability to deliver and support the club's ethos and structure in all classes
- Ability to motivate and assist gymnasts to develop new skills safely
- Good time management skills and punctuality

#### **MAIN DUTIES AND RESPONSIBILITIES:**

##### **For the gymnasts:**

1. To deliver the club's coaching sessions to the level of your coaching qualification.
2. To do the necessary preparation and set up prior to the session and liaise with other coaches as needed. To tidy the gym following the session.
3. To provide positive and fun sessions.
4. To assess and record the gymnasts achievements as appropriate.
5. To mentor and provide positive support to assistant coaches during the session.
6. To act as a positive role model and lead by example. Demonstrate good coaching practice and provide motivation to coaches and gymnasts.
7. To assist in talent identification by highlighting any potential talent to an appropriate person.
8. To assist at competitions and club events, within the level of your coaching qualification.
9. To be aware of and support difference and ensure all gymnasts have equal opportunities to learn and develop.
10. To communicate effectively with parents regarding your gymnast's progress and to establish constructive relationships with parents/carers.

##### **For the safety of all:**

11. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
12. Ensure that you abide by the gym rules at all times. Take the necessary action if there is a breach of the rules and notify the lead coach or one of the directors at the earliest possible opportunity.
13. To have a thorough understanding of the safeguarding and protection of children, young people and vulnerable adults.
14. To notify the lead coach, directors or Welfare Officers immediately of any incidents, referrals or disclosures.



15. To act in a responsible and appropriate manner at all times in accordance with the Club and British Gymnastics codes of conduct, ethics and best practice.
16. To fulfil the duty of care towards all participants and members of the club.
17. To ensure accurate registers of your sessions are kept.

**In support of the club:**

18. Contribute to the overall ethos and core values of the company.
19. Appreciate and support the role of other professionals.
20. To actively promote the club where possible.
21. To support any fundraising events organised by the club providing assistance when required.
22. To undertake all necessary and mandatory training required for the role and to ensure the Club meets its Health & Safety requirements
23. To evaluate your own performance regularly and look to gain further experience and knowledge through additional courses, workshops, online learning which will aid the development of the gymnasts you coach.
24. Attend and participate in relevant meetings as required.
25. To assist with administration tasks as and when required.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• BG Level 2 in WA, MA, GG or TRA</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 or above in WA, MA, GG or TRA</li> <li>• Pre-school qualified</li> <li>• Qualifications in additional disciplines</li> <li>• First aid at work qualification</li> <li>• Club Judge or above in gymnastics or trampoline.</li> <li>• Disability add on module</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Minimum 3 years coaching experience planning and delivering a range of gymnastics programmes.</li> <li>• Experience of coaching a wide range of abilities.</li> <li>• Experience in a customer facing environment.</li> </ul>	Experience of regional and national WA, MA or TRA performance pathways.
Skills and abilities	<ul style="list-style-type: none"> <li>• Strong organisational skills.</li> <li>• Ability to manage time and work under own initiative.</li> <li>• Excellent interpersonal and communication skills resulting in an ability to form positive working relationships with a range of people.</li> <li>• A commitment to personal development.</li> <li>• Good computer skills with knowledge of common office applications and email.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to motivate fellow coaches. Young people and volunteers.</li> <li>• Bachelor's degree in Art &amp; Design, Creative Design, Media, or related.</li> <li>• Experience developing, managing and implementing social media strategies.</li> <li>• Knowledge and experience in the design, development and maintenance of websites through modern CMS, HTML and CSS.</li> <li>• Experience of using online systems such as Gymnet and LoveAdmin.</li> </ul>



<p>Work related requirements</p>	<p>The role will include working some anti-social hours, including evenings and weekends, of up to 37 hours per week comprising of coaching and some administration work.</p> <p>An example of a full time position might be:</p> <p><i>23 hours coaching on evenings and weekends with the additional 14 hours engaged in administration or extra coaching during the school holidays and when daytime bookings require it.</i></p> <p>A part time example might be:</p> <p><i>16 hours of coaching with the additional 2 hours engaged in administration or extra coaching during the school holidays and when daytime bookings require it.</i></p> <p>These are only examples, each application will be considered on a case by case basis.</p> <p>The candidate must produce an enhanced DBS check issued within the last 12 months or obtain one from British Gymnastics prior to starting your post.</p> <p>The post holder will be expected to undertake a range of training including: child protection awareness, first aid, fire training as well as improving the level of coaching in their own discipline.</p>	
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