

**Casual Community Sports Coach**

**Pay Band E – Fixed PT 18**

**£9.53 per hour**

**Job reference: V21**

**Contents**

1. Letter from the Human Resources
2. Volair Ltd's vision and objectives
3. Conditions of service
4. Job description
5. Person specification

Dear Applicant

### **Post of Casual Community Sports Coach**

**This post is exempt from the provisions of the Rehabilitation of Offenders Act which means you must provide details of any convictions (including those which are 'spent'), in addition to any cautions and bindovers orders that you have received in the last 12 months.**

Thank you for your enquiry about the post at Volair Ltd, our organisation oversees the provision of leisure and sports opportunities in the borough of Knowsley at various sites.

Successful applicants will need to be enthusiastic individuals who can work independently and as part of a team to deliver sports activities in a variety of settings. These activities will be for a varied target audience of all ages and abilities. Training will be available to assist in the delivery of the roles.

The hours of work will vary and will be dependent on the needs of the organisation.

For an informal discussion please contact Peter Green (Leisure Development Officer) on 07810053984.

Please note that this is a rolling recruitment and interviews will take place on a monthly basis. If you would like receipt of your application to be acknowledged, please state this in your application form.

Volair Ltd places great importance on maintaining high levels of attendance at work and operate under well-established guidelines to monitor and control absence. If you are successful at interview, Volair Ltd will be seeking references and your present or last employer will also be asked to give details of your sickness and attendance record over the last three years.

If you require any assistance during the selection process due to a disability, please contact me as soon as possible on telephone number 0151 443 4160. For example you may need a sign language interpreter, require an accessible interview room, or need help completing a written application (taped applications may be submitted by prior agreement).

Please note that Volair Ltd will disqualify any applicant who directly or indirectly seeks or canvasses the support of any Councillor for any appointment with the Council.

You should email your completed application form to: [hr@volair.org.uk](mailto:hr@volair.org.uk)

I look forward to receiving your application and thank you for your interest in this post.

Yours faithfully

*Clare Kerr*

Clare Kerr  
HR, Pensions and Payroll Administrative Officer

Our shared vision - to make Knowsley: ***The Borough of Choice***

*“We want Knowsley to have a sustainable and diverse population with successful townships that provide a sense of place and community.”*

<b>CORE VALUES:</b>			
<b>Act with integrity</b>	<b>Being accountable</b>	<b>Openness and transparency</b>	<b>Respect for people</b>
<ul style="list-style-type: none"> <li>▪ Demonstrates honesty, reliability and trustworthiness</li> <li>▪ Does the ‘right’ thing</li> <li>▪ Demonstrates consistency</li> <li>▪ Acts according to a consistent set of morals, values and principles at all times</li> </ul>	<ul style="list-style-type: none"> <li>▪ Acknowledges and assumes responsibility for actions and decisions</li> <li>▪ Takes ownership and responsibility for resulting consequences and does not seek to apportion blame on others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Makes decisions in an open and transparent manner</li> <li>▪ Shares information whenever possible</li> <li>▪ Explains when information can’t be shared</li> <li>▪ Is open to new ideas and new ways of working</li> </ul>	<ul style="list-style-type: none"> <li>▪ Champions equality and diversity with all people at all levels</li> <li>▪ Treats people in the way they would like to be treated</li> <li>▪ Values people and their contributions</li> <li>▪ Shows consideration for others through thought and action</li> </ul>

## Conditions of Service

<b>Post</b>	Casual Community Sports Coach
<b>Employment status</b>	Casual
<b>Grade</b>	Pay Band E (Fixed PT 18)
<b>General</b>	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
<b>Salary</b>	£9.53 per hour
<b>Hours</b>	As and when required
<b>Medical</b>	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
<b>Training</b>	Volair Ltd encourages training and development for all employees.
<b>Pension</b>	You can request to join the pension NEST scheme.
<b>Childcare vouchers</b>	Volair Ltd is in partnership with a childcare voucher provider which offers employees a salary sacrifice scheme. Further details are available from Human Resources Division.
<b>Disclosure</b>	The post is subject to a Disclosure & Barring Service check. You must ensure that you complete Section 8 of the application form. If you fail to do so your application will not be considered. Having a criminal record will not necessarily prevent you from being appointed to the post.

## Exempted posts – Disclosure & Barring Service (DBS) disclosure

Volair Ltd aims to promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome applications from diverse candidates.

Certain posts are subject to a Disclosure & Barring Service check due to the nature of the work being undertaken. All candidates who are successful at interview for one of these posts will be asked to complete an application form for a 'disclosure' check by the Disclosure & Barring Service before the appointment is confirmed.

Whilst Volair Ltd supports the rehabilitation of ex-offenders, it is obliged in the recruitment of all employees to use an Exemption Order of the Rehabilitation of Offenders Act 1974 in order to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust are involved. If you apply for a post that is subject to a disclosure, you will be advised in the recruitment job pack.

Having a conviction or a record of some type of unacceptable behaviour **would not** necessarily bar you from being appointed to the post as any decision to employ will be considered on the individual circumstances of each case.

Further information about the Disclosure & Barring Service, including how information is assessed in line with the Rehabilitation of Offenders Act 1974 can be found on their website: [www.crb.gov.uk](http://www.crb.gov.uk)

## Safeguarding

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

<b>Job description</b>	
<b>Job title</b>	Community Sports Coach (Casual Pool)
<b>Grade</b>	Grade E (Fixed PT 18)
<b>Accountable to</b>	Head of Operations and Leisure Development Officers- Volair Ltd
<b>Responsible for</b>	Assistant Community Sport Coaches and Volunteers
<b>Date</b>	January 2017

### **Purpose of the job**

To be part of a 'casual pool' of Community Sports Coaches with experience and qualifications in one or more sports, who will plan, deliver and evaluate a range of sports activities, to ensure they are successfully developed and delivered.

### **Duties and responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To develop and strengthen links with local sports clubs/organisations at any appropriate Volair venue to encourage ongoing participation.
2. Support Volair in promoting and encouraging multi-skill activities within sports specific clubs.
3. Develop coaching sessions and camps throughout the school holidays and support local festivals of sport.
4. Attend relevant training courses to facilitate continued professional development and to use this knowledge to contribute to improving services delivery.
5. Help and support Leisure Development Officers in producing reports, evaluation and statistical information as and when required
6. Ensure that positive measures are implemented to encourage the participation of disadvantaged groups and individuals.
7. Develop Volairs commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken.
8. To support the growth and development of sports development in the borough, maximising opportunities for increased participation

9. To work as part of a team/partner approach to achieving desired outcomes from the activities or events, being flexible to meet the needs of Volair and its' users.
11. To support the needs and development of participants within a group context and on a one-to-one basis - including accessing signposting information.
12. To carry out duties with full regard to Volairs Equal Opportunities policy, Child Protection policy and with full regard to Health and safety regulations

### **Health and safety**

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities

### **Data Protection and Information Security**

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.



Person specification			
<b>Post title</b>	<b>Community Sports Coach</b> Leisure Development Volair Ltd (Sessional and Casual Pool)	<b>Grade</b>	Grade E (Fixed PT 18)

Criteria	<i>Essential requirements</i>	* M.O.A
<b>Skills, knowledge, experience etc</b>		
1	Experience of leading sports activities with children, young people and adults.	I
2	Experience of planning and leading the delivery of sports sessions for groups of children / adults in formal and informal settings.	A/I
3	Experience of liaising with colleagues over the planning and delivery of workshops/sessions.	I
4	Experience of developing ideas for participatory activities based on the needs of specific groups.	A/I
5	Experience of monitoring and evaluating activities and events	A/I
6	Experience of supporting the needs of young people and adults and working in formal and informal settings	A/I
7	Experience of working with challenging children, young people and adults	A/I
8	Excellent interpersonal skills, time keeping and adaptability	I
<b>Qualifications</b>		
11	NGB Level 2 sports coaching qualification	I/C
<b>Health and safety</b>		
12	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities	A/I
<b>Personal attributes and circumstances</b>		
13	Recognition that this is a 'casual pool' with no fixed or guaranteed hours. However there may be more	A/I



	regular/sessional hours based on specific projects and specific funding.	
14	Able to work flexibly to include evenings and weekend work	A/I

**\*Method of assessment (\*M.O.A)**

**A** = Application form

**C** = Certificate

**E** = Exercise

**I** = Interview

**P** = Presentation

**T** = Test

**AC** = Assessment centre

Date	Approved by authorised manager	Designation
January 2017	Mark Fairclough	Head of Operations - Volair Ltd

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**



We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.