

Casual Community Sports Coach

Pay Band C – Fixed PT 10

£8.25 per hour

Job reference: V22

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Dear Applicant

Post of Casual Assistant 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

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."

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

Conditions of Service

Post	Casual Assistant Community Sports Coach
Employment status	Casual
Grade	Pay Band C (Fixed PT 10)
General	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
Salary	£8.25 per hour
Hours	As and when required
Medical	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
Training	Volair Ltd encourages training and development for all employees.
Pension	You can request to join the pension NEST scheme.
Childcare vouchers	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.
Disclosure	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

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

Job description	
Job title	Assistant Community Sports Coach (Casual Pool)
Grade	Grade C (Fixed PT 10)
Accountable to	Head of Operations and Leisure Development Officers- Volair Ltd
Responsible for	Volunteers
Date reviewed	January 2013

Purpose of the job

To be part of a 'casual pool' of Assistant Community Sports Coaches with experience or qualifications in one or more sports who will assist Community Sports Coaches in the delivery of sports activities.

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.

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1. Actively liaise with Leisure Development Officers, Community Sports Coaches freelance practitioners and other contracted partners over the planning and delivery of sports activities.
2. Ensure that facilities and sessions are set up correctly to meet the needs of the particular users / partners and support the 'take down' if required.
3. Support the interaction between the service and the participating groups and or customers for specific projects and initiatives.
4. Be responsible for Volunteers within activities or events, as required, delegating tasks when needed

5. Take responsibility for the completion and submission of attendance registers and collection and submission of attendance fees where appropriate.
6. Take responsibility for the completion and management of evaluation of specific activities and events.
7. Report to the Community Sports Coach or venue staff any difficulties or issues that may arise during activities
8. Carry out duties with full regard to Volairs Equal Opportunities policy, Child Protection policy and Health and safety regulations

Health and safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

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			
Post title	Assistant Community Sports Coach Leisure Development Volair Ltd (Sessional and Casual Pool)	Grade	Grade C (Fixed PT 10)

Criteria	<i>Essential requirements</i>	* M.O.A
Skills, knowledge, experience etc		
1	Experience of working with young people in a sports activity setting	A/I
2	Experience of supporting sports activity projects	A/I
3	Ability to plan, deliver and evaluate sports activities	A/I
4	Ability to work and communicate with individuals and groups through delivery or support.	I
5	Experience of liaising with colleagues and working in partnership with others	A/I
6	Experience of supporting the needs of young people and adults of all abilities	A/I
7	Excellent interpersonal skills, time keeping and adaptability	I
8	Ability to inspire, motivate and engage others including the ability to assess needs and ensure inclusivity of activities and events	A/I
Qualifications		
9.	NGB Level 1 sports coaching qualification (or evidence working towards this level)	I/C
Health and safety		
10	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities	I
	Ability to use equipment as instructed and trained	I
	Ability to inform management of any health and safety issues which could place individuals in danger	I
Personal attributes and circumstances		
11	Recognition that this is a 'casual pool' with no fixed or guaranteed hours. However there may be more regular/sessional hours based on specific projects and specific funding.	I
12	Able to work flexible working patterns – inc evenings and weekend work	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.

