

## **Job Description**

**DIRECTORATE:** Social Services and Wellbeing

**DEPARTMENT:** Prevention & Wellbeing

**POST:** Coaching Assistant

**GRADE OF POST:** Grade 04

**RESPONSIBLE TO:** Wellbeing Managers within Service

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### **JOB PURPOSE:**

To support the senior coach and coach in the delivery of their activities across the prevention and wellbeing service. To work with a broad range of participants with different needs in different types of environment. Ensuring that activities are operated in accordance with the recommended standards and work systems.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Assist the senior coach or coach to deal with the provision of high quality delivery promoting a positive experience to users especially where there are large groups or those with additional needs.
- Assist in the preparation, delivery, continuous evaluation and review of sport and or physical activity sessions.
- Prepare for and deliver inclusive, safe and effective coaching activities for a range of participants, under supervision, using appropriate equipment and methods.
- Engaging with the public using the facilities and maintaining a welcoming, customer focused environment.
- Assist with safety checks and setting up of equipment and venues for safe usage, reporting immediately any defects to coach, line manager or site staff.
- Recording basic information on the activities organised including session details, participation numbers etc.
- Providing basic instruction and session structure based on UKCC level 1 standards or equivalent. (I.e. organising games based activities or assisting coaches at UKCC level 2 or above).
- Participating in any development activities in order to maintain your own professional development or to improve your ability to complete your job sufficiently

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

## **CRIMINAL RECORDS CHECK**

This post requires a criminal record check through the Disclosure & Barring Service (DBS)

## Person Specification

### Coaching Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes)

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Basic instruction or coaching qualification at UKCC level 1 or equivalent in area of coaching.</li> <li>Recognised leadership training or qualifications e.g. sports leaders or NGB</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with people (volunteering or paid capacity).</li> <li>Knowledge of introductory activity programmes and or physical literacy.</li> <li>Knowledge of how to maximise the participant experience through understanding their needs.</li> </ul>	Yes	Interview, application form, references and selection process.
<b>Skills and Personal Attributes</b>	<ul style="list-style-type: none"> <li>Ability to develop relationships with participants through a person-centred approach and excellent communication skills.</li> <li>Commitment and reliability.</li> <li>Ability to work as part of a team.</li> </ul>	Yes	Application form, interview and selection process.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
	<ul style="list-style-type: none"> <li>• Ability to organise own work tasks alongside colleagues to ensure a positive, safe and inclusive learning environment.</li> <li>• Numerical and literate.</li> <li>• Full driving licence/ or ability to work at various locations.</li> <li>• The ability to communicate through the medium of Welsh.</li> </ul>		