

Job Description – The Cheltenham Trust

Job Title:	Level 2 Trampoline Coach
Grade:	TBC
Group:	Learning, Skills and Talent
Type:	Casual Contract
Division:	Engagement Team
Location:	Leisure at Cheltenham
Responsible to:	Sport & Play Team Leader
Responsible for:	Sport Coaching

Part A: Job purpose

The post holders of this role will support the delivery of The Cheltenham Trust's Engagement Programme; specifically the activity with children, families and young people on the theme of Sport.

This role will be based at 'Leisure at Cheltenham.' Occasionally, other activities may also be delivered at community venues and at other Cheltenham Trust venues and some coaches will be asked to work at these venues.

Activities may include community events, sport clubs, holiday activities and other children & families' events. These activities represent The Cheltenham Trust's ambition to enrich more people's lives.

This role will be required to work in academic holidays and academic term-time, weekends and evenings as the activity requires.

Part B: Corporate Areas of Work

1. Own personal management and development

- a) To be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
- b) To ensure that the Trust's equal opportunities policies are followed and actively practice social inclusion within own area of service.
- c) To read and respond to corporate communications and information which is disseminated.
- d) To participate in the Trust's agreed performance appraisal system.

2. Responsible for all physical resources and budgets allocated to the unit.

- a) Ensure all resources (including IT hardware and software) are used safely, legally and efficiently.

3. Professional / technical

- a) Maintain personal professional/technical competence within the service area in part C.

4. Other responsibilities

- a) to ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
- b) To comply with all aspects of the corporate health, safety and welfare policy .
- c) To carry out any other duties that may be required commensurate with the general level of responsibility for the post.

Part C – Responsibilities specific to this role

- a) To deliver a variety of Trampolining sessions for both children and adults of all learning needs and backgrounds.
- b) To ensure that all participants attending any session have registered appropriately for the session provided as detailed in the department's policies and procedures.
- c) To deliver sport related activities to a range of audiences; Under 5s, families, children and adults.
- d) To lead assistant coaches and casual staff to deliver Trampolining activities to a range of audiences.
- e) To assist in safeguarding the health, safety and wellbeing of all participants during engagement activities.
- f) To actively promote equal opportunities for all participants at all times regardless of their race, ability, background, gender, religion or disability (learning or physical).
- g) To support the Sport and Play Activity Leader to ensure that session and event delivery complies at all times to The Cheltenham Trusts Policies and Procedures.
- h) To oversee the completion of any administration that is required to support the running of the sessions including registers and assessment.
- i) To oversee the collection of data from parents, carers, children and young people who participate in the Trust's activities.
- j) To support the Sport and Play Team Leader in preparation for and during all required external inspections i.e. Ofsted ensuring regulations, policies and procedures are adhered to at all times.
- k) To ensure that customer service standards are met with regards to children, young people and adults.
- l) To have the ability to communicate effectively with fellow colleagues, children, young people and adults

Personal Specification for this role:

Essential = E

Desirable = D

A Level 2 Trampoline Coach for The Cheltenham Trust should:

Hold a minimum of Level 2 Trampoline coaching qualification	E
Hold knowledge around child development in Sport	E
Possess experience of coaching Trampoline and have the confidence to deliver it appropriately	E
Have direct experience working or volunteering with young people, children and families	E
Be able to plan fun and accessible activities for a range of audiences	E
Be able to adapt activities to the participant's needs and circumstances	E
Hold sound knowledge of a range of coaching techniques	E
Have experience of leading a team and taking responsibility for an activity	E
Hold valid first aid certification	D
Hold valid safeguarding certification	D