

POST DESCRIPTION AND PERSON SPECIFICATION

POST	Student Sport Coach / Fitness Coach
SALARY	£11.83 per hour
HOURS OF DUTY	Min of 2 hours per week in the evenings (term time only)
LOCATION	City of Glasgow College
REPORTING TO	Students' Association Co-ordinator
RESPONSIBLE FOR	No line management responsibility

KEY RESPONSIBILITIES

1. Plan and deliver coaching / fitness sessions appropriate to the ability of participants.
2. Engage with team meetings and development opportunities as appropriate.

KEY ROLES

1. Consult with the Students' Association Co-ordinator and Sport Co-ordinator about the aims and objectives of the sport / fitness club.
2. Be aware about the needs of the participants involved i.e. levels of fitness, significant medical conditions, physical impairments or disabilities.
3. Take responsibility for ensuring that any equipment used is correct and is kept in good working order and report appropriately when not.
4. Carry out administrative duties related to Sports clubs provision for example ensuring attendance is recorded.
5. Be aware of City of Glasgow College Health & Safety policy and Emergency Procedures, including procedures for recording accidents / incidents.

GENERAL

1. Implement and promote College policies, particularly those relating to safeguarding and equality & diversity in all aspects of College operations.
2. Implement Health and Safety and security measures in accordance with statutory and College requirements.
3. Be a role model and operate at all times supporting College values and corporate management.
4. Actively develop yourself through staff development and training activities and review own performance and the performance of those who are responsible to them.

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- 5. Undertake any other duties consistent with the key responsibilities and duties of the post, as directed.
- 6. Develop effective working relationships internally and with external partners.

Every Post Description will be subject to review;

- 1. **Within six months of appointment**
- 2. **Thereafter, on an annual basis**
- 3. **As a result of agreed staff development / personal development needs**
- 4. **As a result of team / operational requirements or strategy changes.**

This job description sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

MANAGER SIGNATURE	
DATE COMPILED	
EXECUTIVE AUTHORISATION	

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PERSON SPECIFICATION

JOB TITLE	FACULTY/ SECTION
Student Sport Coach	Student Services

FACTOR	ESSENTIAL	DESIRABLE
Qualifications and Training	NC/NPA in a Sport Discipline or <u>SCQF Level 4 equivalent qualification.</u>	UKCC Level 1 or equivalent sports coaching / fitness qualification
		Any other relevant leadership / accredited qualification
Occupational Experience	Experience of delivering sports coaching / fitness classes to any group, either in a paid or voluntary role.	Experience of delivering sports coaching/ fitness classes to students / young adults, either in a paid or voluntary role..
	Currently Enrolled student at city of Glasgow College for Academic Year 23/24	
Personal qualities and competencies	Able to organise own work and meet deadlines	
	Able to work as part of a team to achieve common goals	
	A desire to improve the student experience at City of Glasgow College	
	Competent in use of Microsoft IT packages (Outlook, Word, Teams)	

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