

Job Description –GYMNASTICS COACH LEVEL I (Gym Camps)

Department: Harringay Club

Responsible to: Harringay Club Manager & Harringay Club Assistant Manager

Responsible for: N/A

Location: YMCA NL, Harringay Crouch End N8 7EE

It is the organisation's intention that this job description is seen as a guide to the major areas and duties for which the employee is accountable. However, the employee's obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definite and exhaustive statement.

Summary of YMCA North London

YMCA North London is a Christian organisation and part of a federated network of over 100 YMCAs in England and Wales. YMCA North London consists of two organisations:

North London (Hornsey) Housing Society Ltd is an exempt charity and registered provider regulated by Homes England (formerly the Homes and Communities Agency (HCA)), providing housing and related services to homeless young people. The "Housing Society" is one of the largest supported housing provider in the London Borough of Haringey. We accommodate and support disadvantaged young adults between the ages of 18 and 35 with a pressing housing need.

North London (Hornsey) is a charity limited by guarantee, providing a range of community facilities including a fitness centre, childcare services, children's sports and recreational activities and community events etc). The fitness centre provides the opportunity for over 1,000 people to remain physically active. The childcare team offer a range of breakfast, after school and play scheme activities. Whilst the Harringay Club provides a range of activities, including gymnastics, ballet and dance.

Job Purpose

The purpose of the role will be to assist with coaching on the Gymnastics Camp programme during school holidays. A key part of this role will be to offer quality coaching and to assist with communicating with staff and customers.

Key Duties and Responsibilities

1. Delivery Of Gymnastics Programme

- a) Taking direction from level 2 coaches about the aims of the sessions and the purpose of each activity
- b) Coaching on the gym camps with assistance from other coaches.
- c) Offering support to other coaches and to be an effective team player
- d) Ensuring you are aware and briefed about any special needs of the participants involved i.e. levels of fitness, significant medical conditions, physical impairments or disabilities and discuss with relevant parties
- e) Providing information to customers on where/when the participants can take part in squad trials and gymnastics classes/courses.

2. Planning

- a) Ensuring you are aware of the Gymnastics Camp programme dictated by the level 2 coach
- b) Working to rotas set by level 2 coach
- c) Preparing preparation stations before teaching the group

3. Health and Safety compliances

- a) Complying with YMCA and British Gymnastics policies, including; child protection, fair play and equal opportunities.
- b) Taking responsibility for ensuring that equipment is correct and is kept in good working order. Reporting breaks and damages where necessary
- c) Following correct procedures for recording accidents and incidents
- d) Awareness of the Club's Health and Safety policy and emergency procedures. Ensuring there is an accessible, well stocked first aid kit at the venue and telephone nearby

4. GDPR and Data Protection

- a) Maintaining the integrity of all personal data; protecting personal data from breaches and maintain the confidentiality of personal data
- b) Reporting any data breaches promptly to your line manager

5. Administration & General

- a) Ensuring individual group register is done
- b) Accessing computer systems to check members to be picked up from early birds and taken back to after scheme.
- c) Supplying additional support to management where necessary i.e. Non-gymnastics related items
- d) Maintaining an up to date knowledge of the programmes offered by the Harringay Club
- e) Maintaining an orderly-working environment, including files, equipment etc.
- f) Promoting members events and classes

- g) Attending programme meetings report/comment/advise on duty officer matters and taking part in discussions on other aspects of programme
- h) Attending work related training sessions as directed by the Harringay Club Manager
- i) Delivering the highest standard of customer service at all times
- j) Achieving performance targets
- k) Undertaking other tasks that may be required from time to time to ensure the efficient operation of the facility
- l) Ensuring security of the Harringay Club property and premises

6. Additional

- a) Behaves ethically and acts with integrity
- b) Demonstrates sensitivity and tact, diplomatic
- c) Encourages and demonstrates openness and honesty in dealings with others
- d) Works within the ethos and values of the organisation and be an ambassador for the YMCA in all external dealings
- e) Comply with all internal policies & procedures and the standards of behaviour as developed and issued to all employees
- f) Contributing to organisational initiatives and change programmes
- g) Contributing to the development of policy especially in the area of safe practices in teaching gymnastics
- h) Stay informed on all relevant legislation and drafting policy which enables compliance with new legislation and policy
- i) Undertaking other duties of a similar professional nature and commensurate with the role as requested
- j) Actively seek opportunities for personal development
- k) Flexible and available to work outside normal working hours including evenings, weekends and/or public holidays if and when required
- l) Work across functional teams as and when required and work collaboratively with other departments
- m) Report any Safeguarding concerns to the appropriate individual and awareness of safeguarding procedures

Additional

- a) Committed to working within an equal opportunity framework
- b) Supportive of the Christian Aims and Purposes of the YMCA
- c) Flexible attitude to working evenings, weekends, and holidays.
- d) Ensuring they do not compromise the health and safety of others and themselves in the workplace; taking reasonable care for the health and safety of him/herself and of the other people who may be affected by act or omissions at work
- e) Co-operating with any legal steps the Association may take to fulfil its obligations under the Health and Safety at Work Act (HASAW). Refer to the Staff Handbook for the full Health and Safety policy
- f) Ensuring the safety and welfare of clients, but especially children, young people and vulnerable adults at all times

- g) Reporting any concerns relating to child protection or protection of vulnerable adults
- h) Upholding safe and efficient working policies and practices, undertake supervision and training and respect and progress equal opportunities
- i) Maintaining records, and compile monitoring data as requested

Behavioural Competencies

1. Builds Relationships

- Use good listening skills to build rapport and establish credibility
- Interacts well with people, shows commitment to working in partnership within a team and projects enthusiasm
- Shows commitment to working with service users to maintain good working relationships
- Uses active listening skills to support and build rapport
- Promotes good personal and organisational achievements and gain recognition for the benefit of the customer
- Work in partnership to focus on common goals to achieve success

2. Communication & Influence

- Able to inform and persuade others
- Able to explain ideas and concepts clearly and concisely
- Promotes good communication both internally and externally
- Shows respect and takes into account the feelings of others
- Checks understanding of key messages with recipients
- Use good listening skills to build rapport and establish credibility
- Acts as an ambassador for the organisation

3. Customer Service & Community Focus

- Seeks to understand the need of the customer/client and works to promote a culture that values equality and diversity to deliver services with equal access
- Works as part of a team, actively follows up on enquiries, requests and complaints
- Takes personal responsibility for customer service, ensures service delivery is in line with internal policies in a friendly manner
- Honest and straightforward and treats everyone with fairness, respect and professionalism
- Ability to identify any difficulties and confident to provide recommendations for improvement

4. Investigates Issues and Develops Expertise

- Seeks to find solution to problems by asking questions to establish facts
- Gathers information to work together with a team to find logical solutions to problems

Person Specification

Requirement	Essential	Desirable
Knowledge		
K1. Knowledge relevant to role	✓	
Aptitude		
A1. Able to inform and persuade others	✓	
A2. Ability to handle a wide range of customers and competently deal with difficult situations		✓
A3. An effective team leader and player, combined with an ability to work under own initiative	✓	
A4. Able to adopt a calm approach to emergency situations	✓	
A5. Able to represent the organisation externally	✓	
A6. Capable of using independent judgement and reasoned decision making	✓	
A7. Able to self-manage and prioritise work flow to meet deadlines	✓	
A8. Able to deliver excellent customer service	✓	
Skills		
S1. Computer literate with Plus II and/or Gladstone 360 software		
S2. Interpersonal skills, able to communicate effectively with a wide range of staff and external contacts	✓	
S3. Excellent written and verbal communication skills and the ability to provide excellent customer service	✓	
S4. Strong organisational and event planning skills	✓	
S5. Able to lead and manage a gym camp session and team of coaches	✓	
S6. Able to work as part of a team	✓	
S7. Able to solve problems, offer tangible solutions and make recommendations	✓	
Experience		
E1. Track record of similar comparable role	✓	
E2. Experience of teaching GFA Squad Children in a comparable role	✓	
E3. Experience of assisting and or teaching Pre School Children, Recreational Gymnastics and GFA Squad Children in a comparable role	✓	
E4. Experience of developing and maintaining relationships with education providers (schools, nurseries, play group leaders)	✓	
E5. Experience of the voluntary or not for profit sector		✓

Requirement	Essential	Desirable
Education & Qualifications		
Q1. Secondary School Education	✓	
Q2. Qualified to at least Level I British Gymnastics coach, GFA or Women's Artistic	✓	
Q3. Evidence of recent relevant training	✓	
Q4. Gymnastics Judging qualification (accredited by British Gymnastics)		✓
Christian Ethos		
V1 Willing and able to implement YMCA North London's values within their work	✓	
V2 Willing and able to work within the Christian Ethos of YMCA North London	✓	
Personal Qualities		
P1 Able to present self and work effectively	✓	
P2 Personal & professional honesty and integrity	✓	
P3. Positive approach, adaptable to change	✓	
Equality and Diversity		
O1. An understanding of Equality and Diversity issues	✓	
O2. Commitment to implementing Equality and Diversity policy	✓	

Signed: _____ Date: _____
 Name