

Job Description –GYMNASTICS COACH LEVEL II (Gym Camps)

Department: Harringay Club

Responsible to: Harringay Club Manager & Harringay Club Assistant Manager

Responsible for: Level I Gymnastics Coaches (during sessions)

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 coach on the Gymnastics Camp programme during school holidays. A key part of this role will be to offer quality coaching and to communicate with staff and customers, liaising with the Assistant Manager/Gym Camp Supervisor and Centre manager to ensure all classes are running smoothly.

Key Duties and Responsibilities

1. Delivery Of Gymnastics Programme

- a) Consulting with other coaches and volunteers about the aims of the sessions and the purpose of each activity
- b) Coaching on the gym camps with assistance from other coaches
- c) Providing support and advice and assisting coaches and volunteers within the coaching team
- d) Sharing information regarding 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 on where/when the participants can take part in squad trials and gymnastics classes/courses

2. Planning

- a) Assisting the Gymnastics Camp Supervisor where needed
- b) Delegate tasks which do not need your personal attention
- c) Assisting in creating a working rota for Gym Camp staff
- d) Contributing to planning improvements within the structure of the Gym camp programme
- e) Assisting with finding cover regarding annual leave, cover work, sick days for gymnastics coaches

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. Administration & General

- a) Assisting Assistant Manager to create registers signing in/out sheets & lesson plans
- b) Accessing computer systems to check members payments
- c) Supply 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 equipment etc.
- f) Promoting members events and classes
- g) Attending work related training sessions as directed by the Harringay Club Manager

- h) Delivering the highest standard of customer service at all times
- i) Achieving performance targets
- j) Undertaking other tasks that may be required from time to time to ensure the efficient operation of the facility
- k) Ensuring security of the Harringay Club property and premises

5. 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

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 the development of policy especially in the area of safe practices in teaching gymnastics
- g) Undertaking other duties of a similar professional nature and commensurate with the role as requested
- h) Actively seek opportunities for personal development
- i) Flexible and available to work outside normal working hours including evenings, weekends and/or public holidays if and when required
- j) Report any Safeguarding concerns to the appropriate individual and awareness of safeguarding procedures

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
- 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
- Honest and straightforward and treats everyone with fairness, respect and professionalism
- Seeks to receive feedback on individual approach from customers and colleagues
- Ability to identify any difficulties and confident to provide recommendations for improvement

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	✓	
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	✓	
S6. Able to work as part of a team	✓	
S7. Able to solve problems, offer tangible solutions and make recommendations	✓	

Requirement	Essential	Desirable
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	✓	
E5. Experience of the voluntary or not for profit sector		✓
Education & Qualifications		
Q1. Secondary School Education	✓	
Q2. Qualified to at least Level II 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	✓	

Signed: _____ Date: _____
 Name