

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Session Coach		
<b>GRADE:</b>	SC4	<b>SCP RANGE:</b>	SCP7 – SCP11
<b>SECTION:</b>	VeloPark	<b>DIRECTORATE:</b>	
<b>POST LOCATION:</b>	VeloPark		
<b>ACCOMMODATION:</b>	N/A		
<b>CRB REQUIREMENT:</b>	Yes	<b>CRB LEVEL:</b>	Enhanced
<b>DRIVER'S LICENCE &amp; BUSINESS USE INSURANCE REQUIREMENTS:</b>	N/A		
<b>CAR ALLOWANCE:</b>	N/A		
<b>BUDGET LEVEL:</b>	N/A		
<b>REPORTING TO:</b>	Lead Coach	<b>POST No.</b>	
<b>RESPONSIBLE FOR:</b>	Self Employed Coaches (where required)	<b>POST No.</b>	
<b>POLITICALLY RESTRICTED POSTS:</b>			
<b>PURPOSE OF ROLE</b>			
<ul style="list-style-type: none"> <li>To deliver coaching across all of the VeloPark disciplines ranging from balance bike and Bikeability through to elite competency.</li> <li>To deliver coaching including for the complete in house programme including accreditation, skills sessions, club and schools bookings and corporate packages as well as other coached activities.</li> <li>To lead and guide casual and volunteer coaches in delivery as part of a strong team unit in conjunction with the Lead coach</li> <li>To liaise with the management team in order to ensure that the highest safety standards are met in terms of venue infrastructure, hire equipment and coaching protocol.</li> <li>Flexible availability is essential to this role, as you will be working regular evening and weekend shifts.</li> </ul>			
<b>KEY RESPONSIBILITIES AND DUTIES</b>			

<ul style="list-style-type: none"> <li>• To deliver inspiring, safe and progressive coached sessions to a wide variety of riders.</li> <li>• To adhere to and maintain the VeloPark policies and procedures on safe coaching practice at all times.</li> <li>• To maintain good venue based working relationships with VeloPark users including clubs, community groups, individual customers and professional companies delivering products and initiatives at the venue.</li> </ul>
<b>PEOPLE RESPONSIBILITIES (INTERNAL)</b>
<ul style="list-style-type: none"> <li>• To assist volunteers and self employed coaches as and when required</li> </ul>
<b>COACHING RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• In house coaches will need to coach at least two and ideally three disciplines from Track, BMX, Road and MTB. They will sometimes coach as part of a team but will also regularly coach alone where health and safety regulations and coach-to-rider ratios allow.</li> <li>• Coaches are expected to operate within the constraints of their British Cycling coaching qualification and will only operate outside this when specific direction has been given by the venue management team within the venues' own health and safety regulations and risk assessment.</li> <li>• Coaches are responsible for the administration of their sessions and for record keeping and reporting in relation to health and safety, session planning, evaluation and CPD.</li> </ul>
<b>OTHER RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• To ensure that regular feedback is given to the Lead Coach and Assistant manager, Product and Programmes, in order to assist in continually improving the quality and focus of coached activities at the venue.</li> <li>• To contribute to the successful delivery of key events as and when they are promoted at the venue. At times, this may include non-coaching activities such as course marking, event sign-on and other event delivery requirements.</li> <li>• To ensure all statutory requirements (e.g. Health &amp; Safety, Child Protection, Environmental Health requirements) are adhered to in delivering the coached sessions.</li> <li>• To provide monitoring and feedback regarding outdoor trail, track and circuit condition in collaboration with the Technical Assistant Manager and the Park's ground maintenance team. This is ongoing before, during and after delivering sessions at the venue.</li> <li>• To assist the Lead Coach as and when required with covering sessions and any other coaching/programme administration.</li> </ul>

## **KEY CONTACTS**

<b>INTERNAL CONTACTS / PURPOSE</b>	<b>EXTERNAL CONTACTS / PURPOSE</b>
<ul style="list-style-type: none"> <li>• VeloPark Assistant Manager (Programme Delivery and Development) for guidance and work planning.</li> <li>• Lead Coach for co-operation, information exchange and guidance whilst at the venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Where necessary, British Cycling and other bodies relevant to the delivery of quality coaching in order to stay ahead of the latest developments in coaching practice, health and safety and promotional opportunities for the venue.</li> </ul>

<b>STANDARD KEY COMPETENCIES FOR COACHES</b>
<ul style="list-style-type: none"> <li>• 1-2-1 meetings with direct reports are undertaken.</li> </ul>
<ul style="list-style-type: none"> <li>• Appraisals are conducted in line with Authority policy and procedures               <ul style="list-style-type: none"> <li>• Continued Professional Development in to be maintained in line with both the role and evolving coaching practice</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Compliance with all corporate policies and procedures</li> </ul>

**Lee Valley Regional Park Authority has the right to amend the job description in consultation with the post-holder to reflect changes in or to the job.**

It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only. Additional duties may be required from time-to-time that are not identified above and shall be appropriate to the nature, grade and demands of the job as described. The Job Description is current as at the date shown below. In consultation with the post-holder, it is liable to variation by management to reflect or anticipate changes in the job.

#### **Sign off for Job Description and Person Specification**

<b>Job Description/Person Specification</b>	<b>Post Title</b>	<b>Date signed off</b>
JD/PS Prepared by line manager		
JD/PS Agreed by second line manager		
JD/PS Agreed by HOS/AD by		
Consultation with post holder conducted by:		

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	Session Coach		
<b>JOB TITLE No.</b>		<b>POST No.</b>	

KNOWLEDGE AND SKILLS	
ESSENTIAL	DESIRABLE
Knowledge	Knowledge
<ul style="list-style-type: none"> <li>An in-depth understanding of at least 2 cycling disciplines.</li> <li>Exemplary presentation skills combined with a passion for engaging and inspiring large groups of individuals.</li> <li>First class group management and teaching skills which command total control and attention.</li> <li>Numerate at a level that enables effective and safe management of coached groups and the planning of sessions and coaching plans.</li> <li>Working knowledge of Health &amp; Safety regulations both related to BC practices and other relevant environments.</li> </ul>	<ul style="list-style-type: none"> <li>A strong understanding of the techniques, tactics and rules of more than two cycling disciplines from BMX, Track, Road and Mountain biking.</li> <li>A knowledge and understanding of the structure of British Cycling and it's regions as well as how the operate and interact.</li> <li>A knowledge and understanding of schools cycling programmes such as Go-Ride and the Bikeability programme.</li> <li>An understanding of current structures and practices in primary and secondary schools in England.</li> <li>A secure knowledge and understating of bicycle mechanics and common fault finding across a range of disciplines.</li> </ul>
Qualification	Qualification
<ul style="list-style-type: none"> <li>British Cycling Level 2 or 3 Coaching certificate in at least two discipline specific models from BMX, Track, Road or MTB or significant demonstrable experience. (International equivalents and those from other sports such as Triathlon will be considered).</li> <li>A full, in date First Aid certificate as required for the above accreditation.</li> <li>Coaching Membership to British Cycling must be maintained at all times</li> </ul>	<ul style="list-style-type: none"> <li>Degree in leisure, sports management, sports science, sports coaching or similar.</li> <li>Bikeability Instructor training accreditation.</li> <li>Derny Pacers Licence.</li> <li>BC/UCI Race Commisaire's endorsement.</li> <li>ABCC coaching accreditations.</li> <li>Nationally recognised cycle mechanics qualification would be a distinct advantage.</li> </ul>

<b>Experience</b>	<b>Experience</b>
<ul style="list-style-type: none"> <li>• Demonstrable experience of planning, organising and running coached sessions.</li> <li>• Demonstrable experience of working as a coach in a range of cycling disciplines.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of public sector working practices and protocols</li> <li>• Experience of leading and guiding large and diverse groups of individuals with enthusiasm and precision.</li> </ul>
<b>Problem Solving / Decision Making + Mental Skills</b>	<b>Problem Solving / Decision Making + Mental Skills</b>
<ul style="list-style-type: none"> <li>• Demonstrable ability to identify, analyse and solve varied problems and develop solutions independently and on the spot.</li> <li>• Demonstrable ability to develop and execute plans independently and in co-operation with others.</li> <li>• Demonstrable experience of effectively dealing with sensitive and confidential issues.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to improvise in coaching when the unexpected happens whilst always working within the confines of a health and safety framework.</li> </ul>
<b>Communication</b>	<b>Communication</b>
<ul style="list-style-type: none"> <li>• Demonstrable ability to engage and inspire visitors with clear and engaging coaching.</li> <li>• Demonstrable ability to adapt coaching styles to suit a wide range of groups, ages and abilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to help colleagues in their tasks and achieve lasting results.</li> </ul>
<b>Physical skills</b>	<b>Physical skills</b>
<ul style="list-style-type: none"> <li>• Ability to cope with being on foot or bike (when required) for a large proportion of the working day, some of which will be outside and all year 'round.</li> <li>• Able to demonstrate the physical strength and dexterity to lift bicycles safely and support a rider in the saddle for demonstrations where appropriate.</li> <li>• An ability to help mechanics in preparing and washing bicycles occasionally when required.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to take plan coach led racing and if necessary on the bike demonstrations, where deemed safe, appropriate and where physical capability allows.</li> <li>• Ability to use and operate event-related equipment (PA systems, canopies, generators, marquees) responsibly and safely in order to embellish coaching delivery.</li> </ul>
<b>EFFORT AND DEMANDS</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Mental demands</b>	<b>Mental demands</b>
<ul style="list-style-type: none"> <li>• Demonstrable ability to work with concentration and attention for</li> </ul>	

several hours at a time. <ul style="list-style-type: none"> <li>• Proven ability to work under time related pressure.</li> <li>• Verifiable accuracy in checking, reporting and completion of administrative tasks such as coaching logs and session plans.</li> </ul>	
<b>Physical demands</b>	<b>Physical demands</b>
<ul style="list-style-type: none"> <li>• Work out of normal hours including weekends, evenings and Bank holidays where necessary.</li> <li>• <b><u>Flexible working is essential to this role, working days and hours will vary week to week throughout the year.</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability to move or carry certain goods and equipment (predominantly bicycles) in order to set up for events and activities.</li> </ul>
<b>Emotional demands</b>	<b>Emotional demands</b>
<ul style="list-style-type: none"> <li>• To deal with a wide range of customers, sometimes under pressure – eg clubs, officials, regional development officers, other coached and parents of children on courses.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to calmly lead sessions, in complete control regardless of how the session unfolds.</li> </ul>
<b>Work Environment</b>	<b>Work Environment</b>
<ul style="list-style-type: none"> <li>• Demonstrable ability to work indoors and outdoors.</li> <li>• Proven ability to work in a range of different working environments in all seasons and weather.</li> <li>• <b><u>Flexible working is essential to this role, working days and hours will vary week to week throughout the year.</u></b></li> </ul>	