

## JOB INFORMATION & JOB DESCRIPTION

**JOB TITLE:** Level 1 & 2 Gymnastics Coach

**Date:** September 2023

### PURPOSE OF JOB

To effectively plan, prepare, deliver, monitor and evaluate gymnastic sessions.

**Hours of Work:** Working hours will be on a casual (zero hours contract) basis. Week by week working arrangements will be in accordance with business requirements and by agreement with your line manager, subject to your right not to work more than 48 hours per week unless by agreement. Current working hours are Wednesday 12pm-2pm & 4pm-8.30pm and Sundays 8.30-4pm with the potential to increase. Flexible Admin hours will also be available

**Responsible to:** Duty Manager.

**Team Relationships:** Working with the venue's team and other relevant contacts.

**Main terms & conditions of employment:** Rate of pay is £14.68 for Level 2 and £10.42 for Level 1 qualified coaches. Pay will be dependant on qualifications and experience.  
You will also benefit from some of the best terms and conditions in the leisure field including a voluntary membership of a generous employer pension scheme plus free use of Magna Vitae's fitness suites and swimming pools and discounts on big brand retailers with Reward Gateway.  
Annual leave will be paid as per working hours.

**Special Requirements:**

**EQUALITY & DIVERSITY:**  
The post holder is required to carry out their duties in a way that supports Magna Vitae's Equality & Diversity Strategy.

**HEALTH & SAFETY:**  
The post holder will take all reasonable care of themselves and of others who may be affected by their acts or omissions. All actions must be conducted in accordance with Magna Vitae's Health and Safety Policy & Commitment Statement.

**SAFEGUARDING CHILDREN & ADULTS:**  
Magna Vitae have a duty to promote the welfare of, and safeguard of children and adults at risk. The post holder is required to comply with the company Safeguarding Policies.

This post requires a Basic Scottish Disclosure/DBS Check

**Work Location:** Meridian Leisure Centre, Louth

**Type of Contract:**

Casual (zero hour contract).

The activities described below may be varied from time to time to meet the needs of the company. The following duties are not exhaustive but merely indicate the work range and core content of the post. The post holder may be required to undertake further relevant duties. The duties are not arranged in priority order.

**KEY DELIVERABLES**

- Be competent with our digital management software and keep all gymnast records up to date
- Effectively prepare, deliver, monitor and evaluate gymnastics sessions.
- Work on your own and as part of a team.
- Liaise with gymnastics coordinator to develop the club consistently with British Gymnastics and ongoing gymnastics trends
- Help the venue team to move, set up and take down a variety of gymnastics equipment
- Work within Magna Vitae and British Gymnastics policies and procedures to achieve company aims.
- Aid in the growth and participation of physical exercise in the local area in line with company objectives
- Ensure that session plans follow the latest British Gymnastics guideline structure.
- Ensure that any pre-activity paperwork regarding registration, parental consent, medical information and emergency contact details is completed and kept up-to-date.
- Ensure that the facility area is safe for use and that any equipment is safe for use prior to the session starting.
- Report any defective equipment to the Duty Manger and ensure that the equipment is taken out of action until it is repaired by a competent person.
- Ensure that all sessions are run within our safeguarding and health & safety policies.
- Ensure that any instances of inappropriate behaviour by participants are dealt with in an equitable manner & ensuring that parents of victims & culprits are informed of such incidents.
- Complete incident and accident reports as required.
- Ensure that sessions are accessible by all as far as reasonably practicable.
- Ensure that any progression is awarded with achievement badges and certificates, and that these are available as appropriate.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake other duties required within the context of this post.

# PERSON SPECIFICATION

Candidates are required to explain how they meet each of the following criteria. This should be done using the blank section of the application form.

As well as using relevant experience gained from present or previous employment, you can also draw on any skills from community or voluntary work, leisure interests and the home.

For each requirement please also state how you have gained the skills and experience necessary to do the job.

**Remember - Assumptions will not be made about the skills and experience you have. If you do not tell us, we do not know. The company may use appropriate testing as part of the selection process.**

JOB REQUIREMENTS & KEY CRITERIA		Essential / Desirable
<b>Experience/ Knowledge/ Skills</b>	Experience of delivering and engaging children and/or young adults in gymnastic sessions.	E
	Knowledge of planning, preparing, delivering, monitoring & evaluation gymnastic sessions.	E
	Extent knowledge of general and potentially specialist gymnastics.	E
	Excellent time management skills	E
	Excellent organisational skills	E
	Excellent communication skills	E
	Excellent customer service skills	E
<b>Qualifications/ Training</b>	British Gymnastics Level 1 or 2 qualifications	E
	First Aid at Work qualification	D
<b>Personal Qualities</b>	Be an excellent role model and create a positive, laid back and fun environment.	E
	Energetic and enthusiastic approach to coaching the sessions.	E
	Flexible and adaptable approach to working and willingness to continually improve.	E
	Ability to react to a potentially serious accident or incident which has occurred in the session.	E



<b>Our Purpose</b>	<p>As a Charitable Trust our mission is to provide an extraordinary range of cultural, leisure and health related facilities and services that allow local people to lead a great life. We will develop and sustain a thriving and successful culture and leisure business that encourages innovation and expansion to maximise the opportunities for the community we serve. We are regulated by both the Charities Commission and Companies House, with any profits we make being re-invested to continually develop and improve services for the people of East Lindsey.</p> <p>Magna Vitae is a Partner to East Lindsey District Council which provides significant financial support for the work we do.</p>
<b>Our Vision</b>	Our VISION is to improve the wellbeing of our community, enabling people to live great lives.
<b>Our Mission</b>	Our MISSION is to clearly demonstrate proactive and innovative leadership that will generate positive change in the areas of social and economic inequality. We are committed to empower local people by reaching out with humanity and compassion.
<b>Our VALUES</b>	<ul style="list-style-type: none"> <li>• <b>We are in this together</b></li> <li>• <b>We embrace change</b></li> <li>• <b>We are always learning</b></li> <li>• <b>We celebrate differences</b></li> </ul>
<b>Benefits of working for Magna Vitae</b>	<p>As a growing company we are looking to recruit talented people to join our established teams. We will provide you with the opportunity to develop your skills to ensure that you have the best industry leading knowledge so that, as opportunities arise, you can further your career within Magna Vitae or the culture and leisure industry as a whole.</p> <p>You will also benefit from some of the best terms and conditions in the leisure field including a competitive salary; a generous employer pension scheme; and free use of the company's fitness suites and swimming pools. We look forward to receiving your application.</p>