

# Job Description

## POSITION DETAILS

<b>School/Department/Directorate</b>	<b>Marjon Sport and Health</b>
<b>Job Title</b>	<b>BUCS Team Coaches</b>
<b>Grade</b>	<b>Grade 3</b>
<b>Reports To</b>	<b>Student Sports Officer</b>
<b>Responsible For</b>	<b>n/a</b>

## THE POST

To coach the BUCS sports teams in relevant University sports competitions

## MAIN RESPONSIBILITIES

- To deliver a player and team development programme to BUCS teams.
- Organise and deliver coaching sessions to BUCS players and team.
- Where possible, attend all home and away matches.
- Overseeing the selection and development of teams.
- Organise a skill development program for the athletes.
- Liaise with the players to define the team and individual performance standards.
- Adapt training specificity in order to reach these goals within a set time frame.
- Provide athletes with confidential information and support base to optimize their training recovery and lifestyle management.
- Maintain knowledge of modern training theory and seek opportunities to further professional development.
- Deliver the programme in a professional, respectful and responsible manner to all athletes and co-workers.
- Adhere to the Marjon Coaches Code of Conduct.
- Complete monthly timesheets in a timely and efficient manner.
- To promote a healthy and safe training environment

## SPECIAL FEATURES

## MISCELLANEOUS

You are responsible for:

- Taking due care of yourself and others in respect of Health & Safety
- Applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.
- Promoting high levels of customer care within your own areas of work.
- Co-operating with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of your performance and development.
- Undertaking any relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.
- Engaging with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.
- Engaging with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

## REVIEW

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Criteria	Essential or Desirable
<b>Qualifications, Experience and Knowledge</b>	
Level 1 Coaching certificate (preferably UKCC)	Essential
Level 2 Coaching Certificate (preferably UKCC)	Desirable
Practical experience of planning and delivering high quality coaching sessions.	Essential
Experience of planning and managing resources	Essential
Experience of liaising with other staff and external agencies	Essential
Experience of working in a sport development role	Desirable
Knowledge of area (sport specific and coaching)	Essential
<b>Skills and Abilities</b>	
Application of coaching theory to practice	Essential
IT Literate – especially emails and word processing	Essential
Excellent oral and written communication	Essential

Team work; developing and motivating others	Essential
Planning and organising own work	Essential
Use of initiative and problem solving	Essential
Ability to lead on initiatives	Essential
Ability to meet deadlines	Essential
<b>Personal Behaviours</b>	
Excellent interpersonal skills	Essential
Proactive and dynamic work ethic	Essential
Adaptable and flexible in approach to work	Essential

<b>Version Control</b>	
<b>Date Created</b>	<b>July 2018</b>
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<b>Date of HERA</b>	
<b>Date Verified</b>	