



Edge Hill
University

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2022

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OF THE YEAR



Assistant Gymnastics Coach

Reference: EHA0843-0923
Salary: £21,828 - £22,681 per annum, pro rata
Grade 2, Points 9–11
Contract Type: Permanent
Hours: Part Time (5.5hrs per week, Saturday)
Location: Ormskirk
Accountable to: Head of Sport & Commercial Services
Reporting to: Gymnastics Head Coach





About Facilities Management

Facilities Management (FM) at Edge Hill is the largest support department at the University employing over 320 members of staff across 13 defined service areas. We provide hard and soft FM services to almost 12,000 full time equivalent (FTE) students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus. Our award-winning campus boasts over 140,000m² of built environment, including 2,500 residential bedrooms. The departmental revenue budget is circa £19m per annum, with additional annual capital expenditure typically exceeding £2m. Our multi-award-winning FM team is recognised within and beyond the higher education sector, and at senior executive and board level, for our customer-centric culture, and our direct positive contribution to the core business – the attraction, recruitment, and retention of students.

The FM Values – guiding our decisions and our behaviour- (how we act):

“All that we do is underpinned by our values. Our values are embedded in our structure, our decision making, our behaviours and our performance”.

- We will embrace challenge and seize opportunity
- We will expect and celebrate creativity and excellence
- We will act responsibly & with integrity
- We will show determination, resilience, ambition, and adaptability
- We will work together to deliver our vision

About Edge Hill Sport

Edge Hill Sport is the university sports service run on behalf of Edge Hill University. Working in close partnership with the Students' Union and the Academic Sport Department its aim is to deliver a programme of activities in high quality facilities for the benefit of a wide range of stakeholders including students, staff, community, local schools, and National Governing Bodies of Sport. Edge Hill Sport has an outstanding reputation for the wide range of activities available and we wish to recruit individuals with a positive attitude who will add to this environment and develop excellence in their role.



About the Role

To help organise, promote, and deliver a varied programme of gymnastics coaching suitable for the target audience, involving the set up and dismantling of equipment and ensuring participants' safety and well-being throughout the session.

About You

With a minimum Level 1 British Gymnastics coaching qualification and a Safeguarding qualification, you will have demonstrable experience of coaching children's gymnastics lessons, plus excellent organisational skills, and a friendly, flexible attitude.

Duties and Responsibilities

1. To plan and deliver a wide range of high-quality coaching gymnastics lessons using up to date advice to the level of qualifications.
2. Adapt and innovate coaching appropriate to the age, experience, and ability of participants, so they can meet session objectives.
3. Structure lessons within the British Gymnastics guidelines according to the ability of the participants to ensure effective progress to award standard.
4. Have an excellent and clear understanding of Health and Safety requirements and to be fully conversant with and apply all emergency procedures.
5. To co-operate with Head Coach in the running of each session.
6. Ensure safe provision of all equipment and ensure it is used correctly and to operate within Health & Safety guidelines, undertaking comprehensive risk assessments as appropriate.
7. Maintain the safety and welfare of all spectators, ensuring that rules and regulations for the use of all areas are observed.
8. To log and report any incidents/accidents or any other concerns to the Duty Manager and Gymnastics Head Coach proactively and accurately.
9. To carry out administration work effectively and thoroughly (e.g., registers, achievement records and transfers) respecting confidentiality always in connection with the sessions as advised by the Gymnastics Head Coach.





10. Ensure lesson plans are developed to include the active promotion of the badge award scheme and these are produced on time, ensuring a copy is kept with registers, to enable cover coaches to follow systems of work.
11. Responsible for ensuring all equipment necessary for lessons is prepared prior to the start of all lessons. Ensure all equipment is put away tidily at the conclusion of the lessons.
12. To deliver an outstanding customer experience through excellent service and advice.
13. Always maintain standards of hygiene and cleanliness of the facility areas.
14. To notify the Duty Manager and Line Manager of any issues or customer complaints that arise during activity sessions, resolving matters where appropriate and updating the line manager on any actions taken.
15. To always act in a responsible and appropriate manner in accordance with the Governing Body Code of Conduct, ethics, and best practice.
16. Undertake appropriate training, development and attend meetings as required to ensure that qualifications are kept up to date.
17. Attend meetings as required ensuring proactive involvement and contribution.
18. To make an overall positive and proactive contribution to the work of the Edge Hill Sport team.
19. Undertake other duties as required by the role, adopting a flexible and proactive approach.



In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- c) Undertake appropriate learning and development activities as required.
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.
- f) Demonstrate excellent Customer Care in dealing with all customers.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.





Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria.

Methods of Assessment include Application Form (A), Supporting Statement (S), Interview (I), Test (T) & Presentation (P).

		Essential	Desirable	Method of assessment (A/S/I/T/P)
Qualifications				
1.	British Gymnastics Level 1 Qualification	*		A
2.	British Gymnastics Level 2 Qualification		*	A
3.	Sports Coach UK Child Protection or similar	*		A
4.	First Aid Certificate		*	A
Experience and Knowledge				
5.	Experience of engaging, communicating with and supporting participants in the safe enjoyment of coaching children's gymnastics classes.	*		S/I
6.	Evidence of having provided a courteous and efficient service to the public including children	*		S/I
7.	Ability to deliver inclusive, safe and effective coaching activities for a range of participants, under supervision, using appropriate equipment and British Gymnastics tuition methods.	*		S/I/T
8.	Ability to monitor and review the effectiveness of the coaching activities to ensure they are engaging, varied and progressive to participant needs and goals	*		S/I/T
Abilities and Skills				
9.	Ability to ensure participant welfare needs are met and support positive management of participant behaviours	*		S/I
10.	Excellent communication and interpersonal skills	*		S/I
11.	The ability to organise your own workload using own initiative with the willingness and proven ability to work as part of a team	*		S/I
12.	The ability to maintain a positive attitude in pressurised situations and to remain professional in appearance and behaviour	*		S/I





13.	To demonstrate the Health and Safety requirements within a gymnastics environment (e.g., prepare safe activity areas and how to safely set up, dismantle and store equipment)	*		S/I
14.	Demonstrate lawfulness, tact and discretion always including when handling participant data (e.g., Safeguarding, Confidentiality and Equal Opportunities)	*		S/I
15.	To have a flexible and adaptable approach to work		*	I
16.	Commitment to personal and professional development	*		I

How to Apply

When you are ready to start the formal application process, please visit our [Current Vacancies page](#) and click 'vacancies', search for the role you wish to apply for, and click 'Apply Online'. The online application form can be completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and it is simple to move backwards and forwards throughout at any time prior to submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11.59pm on this date. Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

Application > Shortlisting > Interview > Outcome

For informal enquiries about this vacancy, you may wish to contact: Jacqueline Wood, Gymnastics Head Coach at woodja@edgehill.ac.uk

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

