



**University of Brighton**

## JOB DESCRIPTION

<b>Job title:</b>	Student Sports Club Coach
<b>Post number:</b>	CASUAL
<b>Reports to:</b>	Deputy Head of Sport (Development and Delivery)
<b>Department:</b>	Student Operations and Support (Sport Brighton)
<b>Location:</b>	Brighton - Falmer (with regular travel to other sites)
<b>Grade:</b>	Variable based on qualification and experience

### **Purpose of the role:**

### **Line management responsibility for:**

There is no direct line management responsibility in this role but it will require supervision of volunteers.

### **Main areas of responsibility:**

- To plan, organise and deliver sport specific sessions, which meet the needs of student athletes participating in club sessions.
- To select and use a range of coaching styles and teaching methods which meet the needs of the athletes. This should include providing feedback to individuals in a manner appropriate to their level and in a supportive environment
- To monitor student attendance at sessions; reporting these to Sport Brighton.
- To work with Sport Brighton and the student club committee to build an effective and realistic club development plan.
- To work with the performance sport team to enable the athletes to develop to the best of their ability
- To lead and design a trial process to enable all students fair access to a place in the sports club
- To lead on team selection; where appropriate utilising the knowledge and advice from the student club captain
- To ensure equity in sport and promote fair play and adhere to Sport Industry standards regarding Anti-doping
- To take reasonable care for the health and safety of self and others who may be affected by acts or omissions related to your work. Co-operate fully with the Sport Brighton with regard to any duty care and support athlete mental wellbeing

## General responsibilities

These are standard to all University of Brighton job descriptions.

- To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
- To adhere to the University's Equality and Diversity Policy in all activities, and to actively promote equality of opportunity wherever possible.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
- To work in accordance with the General Data Protection Regulations.

## PERSON SPECIFICATION

The person specification focuses on the knowledge, qualifications, experience and skills (both general and technical) required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A)**, at interview **(I)** and in some instances through an exercise **(E)**.

Essential criteria		A, I, E
Knowledge/Skills	• Ability to plan organise and administer sports activities	A, I
	• Ability to engage and inspire a student audience and create an environment for athletic development	I, E
	• Communication and Interpersonal skills necessary to sustain effective working relationships with colleagues across the university, service users and external bodies.	I
Qualifications	• National Governing Body recognised coaching award in the sport to be coached	A
Experience	• Experience of coaching, ideally at an adult club or University	A, I
	• Experience of supporting, motivating and managing volunteers, acting as a role model.	A, I
	• Experience of co-ordinating an effective sport trial process	A, I
Other requirements	• An understanding of health and safety legislation and practice.	I
	• Ability to travel between campuses with equipment.	I
Desirable	• An understanding of health and wellbeing issues facing staff and students in a Higher Education setting.	A, I
	• Recognised Health and wellbeing in sport qualification.	A
	• First aid qualification.	A
	• Sport officiating qualifications	A
	• UK Anti-Doping advisor qualification	A

## ADDITIONAL INFORMATION

- Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
- This is a part-time post
- The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example) and further information can be found on the 'Balancing Working Life' section here [Benefits and facilities](#).
- Annual leave entitlements are shown in the table below and increase after 5 years' service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

Grades	Basic entitlement per year	Grades	After 5 years' service
1-3	23 days	1-3	28 days
4-7	25 days	4-7	30 days
8-9	27 days	8-9	30 days
Band 10 and above	30 days	Band 10 and above	30 days

More information about the department/school can be found here [Professional Services Departments](#) or here [Academic departments \(schools and colleges\)](#)

- Read the University's 2016 - 2021 Strategy
- The University has an attractive range of benefits and you can find more information about them on our website.

Date: 29/6/20