

JOB DESCRIPTION

Evaluation Date	22 June 2015
Grade	8

Job Title:	Gymnastics Development Officer	Reports to:	Sports Development Manager
Department:	Operations	Location:	Venue/Vantage Point
Work Pattern:	Full Time	Contract Status:	Permanent

BACKGROUND

We want enthusiastic and energetic people who will create a great experience for our customers and share the following values. Edinburgh Leisure **makes a positive difference** by:

welcoming all,
each one of us **caring** about what we do,
being **passionate** about how we do it,
and feeling **proud** of what we achieve

JOB PURPOSE

Working with internal stakeholders and external partners you will develop our gymnastics programme across Edinburgh Leisure seeking out opportunities to attract new customers. You will develop a sustainable gymnastics workforce and programme to maximise usage, grow income and ensure the delivery of quality customer experience.

KEY RESULT AREAS

Key Responsibility	Expected time spent (%)
<ol style="list-style-type: none"> 1. Support the development of our Gymnastics workforce so that they deliver a high quality and professional customer experience. This includes: <ol style="list-style-type: none"> a. Supporting the recruitment, retention and development of sufficient numbers of coaches to meet demands of the gymnastics programme. b. Implementing and embedding minimum qualification standards c. Ensuring gymnastics qualifications are kept up to date, CPD is planned completed and logged d. Carrying out technical training needs analysis to inform Personal Development Plans e. Delivering training, assessing qualifications and competence. 	50%

<p>2. Lead citywide co-ordination of gymnastics programme to maximise utilisation of resources (e.g. people, places, equipment).</p> <ul style="list-style-type: none"> a. Use research and analysis to inform programming decisions b. Work with facility managers to grow the programme, income and retention c. Influence marketing activities to maximise uptake of the programme d. Support Tumbles to maximise success and impact on our wider programme e. Maintain regular contact with gymnastics co-ordinators and facility managers to share information to ensure quality and consistency across EL 	30%
<p>3. Build strong and effective relationships with external partners (e.g. NGB, sportscotland) to ensure a sustainable and quality gymnastics programme. This will include:</p> <ul style="list-style-type: none"> a. Product development b. Workforce development c. Developing and determining sporting pathways d. Developing and implementing a competency framework to provide a quality and consistent service. 	10%
<p>4. Provide technical expertise, and lead on how we should respond to latest trends and developments in Gymnastics to:</p> <ul style="list-style-type: none"> a. Produce regular gymnastics programme performance reports b. Communicate and inform on legislative changes affecting gymnastics c. Develop and introduce new gymnastics products to support managers maintain and grow usage. 	10%

RESPONSIBILITY FOR RESOURCES	
Responsibility for staff:	No direct reports.
Salary bill for all staff reporting:	Not applicable
Responsibility for finance and level of financial control:	Responsibility for monitoring and reporting on a departmental budget (<£10k).
Responsibility for Physical Resource:	Maintain accurate records of gymnastics equipment, including its condition and create a corporate gymnastics assets plan (i.e. a renewal schedule). Make recommendations for equipment purchase.
Responsibility for Data and Information:	Analysis and interpretation of programme performance information and reporting.

GUIDELINES AND EXPECTATIONS

Authorities & Limitations

- You are responsible for the management and delivery of a number of projects and will be expected to make appropriate decisions to do this.
- You contribute to corporate project teams, influencing the work they undertake and the achievement of project outcomes.
- You will determine, define and implement standards across our facilities in gymnastics.
- As subject matter expert (SME) you will influence decision making within the organisation, informing colleagues and partners as to why we should adopt a particular course of action.
- You have the responsibility for managing your own workload to achieve the goals agreed by your line manager. You will have the support of your line manager during regular review meetings.
- You will advise managers on the development and deployment of coaches.

Communication & Representing The Organisation

- Demonstrate a high standard of knowledge of gymnastics, acting as a mentor and role model behaviours for the organisation.
- Deliver courses to other people, coaching and developing them in the necessary skills and competence for gymnastics coaching.
- Provide regular performance feedback to a range of stakeholders.
- Take a proactive approach leading communication with internal and external stakeholders, to engage others in gymnastics initiatives.
- Lead, facilitate and represent EL positively at various forums seeking opportunities to share best practice, programme development etc.
- Actively participate in site Gymnastics programme development meetings with facility managers; confidently express your opinion, articulate proposals for workforce, programme development and agree budget and target setting.

Safeguarding Our Customers

Take an active role in your safety, and the safety of your team, and your customers. Don't interfere with any equipment designed to preserve life. Take action to fix or report any potential hazard.

You must understand and fulfil your role (following training) in:

- Scottish Gymnastics Code of Conduct
- Edinburgh Leisure's Health and Safety policy
- Edinburgh Leisure's Child Protection policy
- Your venue's Emergency Action Plan (EAP)
- Your venue's Normal Operating Plan (NOP)

Problem Solving

- Identifying gaps within the workforce across the estate and providing solutions to maximise efficient deployment of the current gymnastics coaches.
- Provide support and guidance in developing and delivering a successful

recruitment programme that attracts suitable candidates in an increasing challenging environment.

- Monitor and evaluate all aspects of performance within the gymnastics programme and make recommendations on how best to improve performance by consulting with customers, colleagues and partners.
- Request research on non-user and user groups and evaluate findings to inform programming decisions.
- Analyse and prepare accurate programme performance reports, report on Key Performance Indicators (KPIs) and make recommendations on outcomes.
- Provide advice to managers to ensure programmes are structured, consistent and delivered to maximise usage and participation and quality customer experience.
- The post holder will need to take a balanced approach between meeting the needs of internal/external customers versus the needs of the business when advising on the best course of action.

Impact On Organization

You set the standard of our gymnastics coaching programme across the city. You are responsible for informing the direction and growth of gymnastics; you will do this by forming positive and effective working relationships with facility managers, and external partners.

JOB DEMANDS

Physical	You will be predominately office-based with regular meetings or visits to sites. You will be expected to work at least one day a week at Tumbles with regular visits to other sites. You will be expected to deliver technical assessment or tutor/ mentor others, so a reasonable level of physical activity may be required.
Mental	You are expected to lead and facilitate a number of project and meeting forums. Therefore the need to respond in a positive effective way is essential. You are expected to multi task and prioritise your workload effectively to meet the needs of the programme and internal customers. You will contribute to the direction of gymnastics development plan. You may be required to support the wider team on occasion.
Emotional	You are expected to always act in a professional manner; you may be faced with challenging situations and will need to be able to deal with these appropriately.
Environmental	You will be required to work at head office and Edinburgh Leisure facilities, including our purpose built gymnastics facilities.

PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and Attainments:	<p>Further or High Education qualification or at least 5 years work experience.</p> <p>A minimum UKCC Level 2 in at least one of the following disciplines:</p> <ul style="list-style-type: none"> • Gymnastics – General and Women’s Artistic 	<p>UKCC Level 3 in at least one of the following disciplines:</p> <ul style="list-style-type: none"> • Gymnastics • Pre-school Gymnastics <p>One or more of the following as additional UKCC Level 1 or 2 qualifications:</p> <ul style="list-style-type: none"> • Women’s Artistic Gymnastics

	<ul style="list-style-type: none"> • Pre-school Gymnastics <p>Plus recent significant teaching experience.</p>	<ul style="list-style-type: none"> • Pre-school Gymnastics • Trampoline • Men's Artistic Gymnastics <p>Tutor Qualifications</p>
Knowledge and Experience:	You should be able to demonstrate and evidence an understanding of core principles of sport development.	<p>You will have experience of:</p> <ul style="list-style-type: none"> • Leading and managing others. • Lead and delivery of projects and/or program • Customer care and retention <p>Working with sporting partners:</p> <ul style="list-style-type: none"> • National governing bodies • National and local partners • Gymnastics and Trampoline clubs
Additional Requirements (e.g. competencies):	Refer to the Essentials framework.	

DISCLOSURE/PVG REQUIREMENTS
Basic Disclosure

I have read and understand this job description and I am clear about what is expected of me in this job.

Signed **Date**