

## JOB DESCRIPTION

<b>Evaluation Date</b>	25/11/14
<b>Grade</b>	<b>10</b>

<b>Job Title:</b>	<b>Gymnastics Coordinator</b>	<b>Reports to:</b>	<b>Duty Manager</b>
<b>Department:</b>	<b>Operations</b>	<b>Location:</b>	<b>Venue</b>
<b>Work Pattern:</b>	<b>Variable hours to meet the needs of the facility/program</b>	<b>Contract Status:</b>	<b>tbc</b>

### 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

Passionately, develop and grow the programme at your venue to maximise participation and deliver a high quality, progressive and exciting gymnastics programme. Lead, develop and motivate your team to deliver a high quality gymnastics programme with an exceptional customer experience.

### KEY RESULT AREAS

<b>Key Responsibility</b>	<b>Expected time spent (%)</b>
1. Maintain, develop and grow the gymnastics programme in your facility to ensure it meets performance targets and makes best use of the available resource.	10%
2. Prepare and deliver lessons (which may include gymnastics, pre-school gymnastics and trampoline) to participants across a range of abilities. Record and feedback each individual participants' performance and progression to maximise their potential.	65%

3. Lead, develop, motivate and support your team of coaches (which may include gymnastics, pre-school gymnastics and trampoline), to ensure they deliver a consistently high standard of customer service.	20%
4. Network with your peers across the city to make best use of resources and programming meetings.	5%

<b>RESPONSIBILITY FOR RESOURCES</b>	
<b>Responsibility for staff:</b>	Gymnastics, pre-school gymnastics and trampoline coaches.
<b>Salary bill for all staff reporting:</b>	Tbc
<b>Responsibility for finance and level of financial control:</b>	No budget responsibility
<b>Responsibility for Physical Resource:</b>	Checking of equipment prior to use and report faults and make recommendations for purchase or replacement. Responsibility for monitoring stock levels of Gymnastics badge awards, and other small items of coaching equipment.
<b>Responsibility for Data and Information:</b>	Access to and responsibility for the safeguarding of customer data. Personal information relating to direct reports e.g. sickness absence, appraisal etc.

## **GUIDELINES AND EXPECTATIONS**

<b>Authorities &amp; Limitations</b>
<ul style="list-style-type: none"> <li>You are responsible for managing your team of coaches; ensuring the quality standards of their coaching, performance and development.</li> <li>You will ensure you have adequate staffing in place to deliver the gymnastics, pre-school gymnastics and trampoline programmes, including active involvement in recruitment &amp; selection for your team</li> <li>Plan and prioritise the workload of you and your team</li> </ul>

<b>Communication &amp; Representing The Organisation</b>
<ul style="list-style-type: none"> <li>You will demonstrate a high standard of Gymnastics delivery, acting as a mentor and role model to your team; lead by example, setting positive communication standards with your team and ensuring positive language is used</li> <li>Provide regular feedback to all class participants to ensure they develop and improve their Gymnastics skills</li> <li>Respond to enquiries and customer communications by email, telephone and face to face; listen to your customers, identify areas of concern and resolve them</li> <li>Take a proactive approach leading communication with parents/customers and at other opportunities e.g. events or customer evenings</li> </ul>

- Encourage regular open communication with your team, venue and your peer group in other facilities. Seek opportunities to share best practice, programme development and coaching skills etc.
- Participate in site Gymnastics programme development meetings and or other staff meetings; confidently express your opinion, articulate proposals for programme development or areas of development
- Participate in outreach events and develop networks with EL colleagues as well as local partners e.g. Active Schools Co-ordinators.

### **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.

When coaching you must:

- Position yourself while coaching so that you can safely support participants without compromising your own wellbeing when they are using the gymnastic equipment.
- Position yourself so you see all the participants you are responsible for in your group throughout the lesson.
- Never leave participants unsupervised during the delivery of a lesson
- Ensure equipment used for gymnastics, pre-school gymnastics and trampoline lessons remains tidy at all times to prevent trip hazards.
- When working with Assistants you should ensure they are also working safely whilst assisting the lessons.

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**

- 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.
- Analyse and prepare accurate programme performance reports, report on Key Performance Indicators (KPIs) and make recommendations on outcomes.
- Ensure classes are structured and delivered to maximise the learning potential of the participant, encourage movement through all stages of the gymnastics and trampoline programmes at the time that is appropriate to the individual learner.
- Manage staffing resources to ensure service delivery, respond quickly to staffing changes such as vacancies, absence and changes in hours.
- Identify development needs for your team, work with them to ensure they have appropriate learning and development opportunities.
- Manage performance issues within the team, ensure roles and responsibilities are clearly identified and are effectively carried out amongst your team. You may also

have occasions where there is conflict in the team; you should be able to resolve these issues yourself but will have access to support when needed e.g. line manager or HR.

### Impact On Organization

The role of Gymnastics Co-ordinator is to ensure the smooth running and exceptional quality standards of gymnastics, pre-school gymnastics and trampoline programmes in your venue. You will work to develop and expand the programme to maximise income and participation.

You will deliver classes but you are also responsible for quality assuring the whole gymnastics programme in your venue.

### JOB DEMANDS

<b>Physical</b>	When teaching you will be on your feet for significant periods. You will also be required to demonstrate activity and to physically support participants when they are using the equipment, so a reasonable level of fitness is required.
<b>Mental</b>	You are expected to plan ahead and coordinate the gymnastics programme in your facility. Working with your peers across the city you should take a collaborative approach to the schedule of activities. When coaching you must remain alert at all times to be able to respond quickly and effectively to any emergency situation. You should plan classes, and adjust plans to ensure classes do not overrun.
<b>Emotional</b>	You will be required to respond to emergency situations appropriately whilst on duty. On occasion you will be required to deal with unwilling, upset participants who may lack confidence and you should adapt your approach to reassure and encourage them.
<b>Environmental</b>	Some travel may be required between Edinburgh Leisure facilities, for example delivery of outreach projects or participation in events across the city. Our centres are busy places and can often be noisy.

### PERSON SPECIFICATION

Factor	Essential	Desirable
<b>Qualifications and Attainments:</b>	UKCC Level 2 in at least one of the following disciplines: <ul style="list-style-type: none"> <li>Gymnastics</li> <li>Pre-school Gymnastics</li> </ul> Plus recent significant teaching experience.	UKCC Level 3 in at least one of the following disciplines: <ul style="list-style-type: none"> <li>Gymnastics</li> <li>Pre-school Gymnastics</li> </ul> One or more of the following as additional UKCC Level 1 or 2 qualifications: <ul style="list-style-type: none"> <li>Women's Artistic Gymnastics</li> <li>Pre-school Gymnastics</li> <li>Trampoline</li> <li>Men's Artistic Gymnastics</li> </ul>
<b>Knowledge and Experience:</b>	You will have experience of: <ul style="list-style-type: none"> <li>Leading and managing others.</li> <li>Lead and delivery of projects and/or program</li> <li>Customer care and retention</li> <li>Networking and outreach</li> </ul>	Knowledge of and experience of working with: <ul style="list-style-type: none"> <li>National governing bodies</li> <li>Local partners</li> </ul>

		<ul style="list-style-type: none"> <li>Gymnastics and Trampoline clubs</li> </ul>
<b>Additional Requirements (e.g. competencies):</b>	<p><b>Communication:</b> able to convey and receive messages, verbally, non-verbally and written, in a positive and effective way.</p> <p><b>Problem solving &amp; decision making:</b> able to identify, research, analyse and resolve problems and make informed and effective decisions to enable Edinburgh Leisure to deliver great customer service.</p> <p><b>Teamwork:</b> able to lead a team and be an effective member of a team.</p> <p><b>Creativity and Innovation:</b> able to work flexibly and look for ways in which to improve way of working, class delivery etc.</p> <p><b>Achievement:</b> able to plan programmes and lessons and work within defined timescales e.g. gymnastics lesson time scales. Plan your workload and that of others effectively making best use of available resources</p>	

DISCLOSURE/PVG REQUIREMENTS					
<p><b>This post has been assessed to require a <a href="#">PVG Scheme Record or Scheme Record Update</a> for the post holder, under the following justification:</b></p> <p>The duties of this post involve regulated work with children as defined in the Protection of Vulnerable Groups (Scotland) Act 2007 Schedule 2, Part 1 and Part 2 (4).</p> <p><b><i>Teaching, instructing, training or supervising children</i></b></p> <p>Teaching, instructing, training or supervising children (except teaching, instructing, or training children which is merely incidental to teaching, instructing, or training individuals who are not children).</p>					
Work	Work With	What Do / Service	Normal Duties	Exception 1	Exception 2
Yes	Children	Activities	Yes	Supervise, Teach, Instruct	Not incidental

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

**Signed .....**      **Date .....**