**Job Description: Professional Service Positions**

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| **Faculty/Directorate/Service Area:** | *Estates & Campus Services- Sport* |
| **Job Title:** | *Athletics Academy Assistant Coach* |
| **Department/Subject:** | *Estates – Athletics & Hockey Centre* |
| **Salary:** | *£16.41 per hour* |
| **Hours of work:** | *Fixed – Zero Hours* |
| **Number of positions:** | *2* |
| **Contract:** | This is a fixed term position from 22/9/25 – 31/08/26 |
| **Location:** | Athletics & Hockey Centre, Singleton Campus |

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| **Main Purpose of Post** | 1. To deliver coaching in an efficient, effective and professional manner for the Swansea University Junior Academies and courses at all levels.  2. To assist the Lead Coach in ensuring that the service provided is operated at all times in accordance with the current legislation and statutory requirements, in particular, child protection and Health & Safety.  3. To take registers at the beginning of each coaching session and report any discrepancies to the Lead Coach or Facility Staff.  4. To keep up to date with the governing body initiatives and make every effort to gain additional qualification  5. To be aware and to act in accordance with current legislation in terms of Child Protection and Health & Safety  6. To carry out assessments when required and provide the Lead Coach with all data relating to the assessments and attainment levels and to advise on any changes in term of the children moving to the next stage or level.  7. To provide the highest standard of customer care and service delivery at all times and to act in a professional manner with the children and when liaising with parents.  8. To advise the Sports Development team of any queries that parent may have.  9. To ensure that all activities have suitable equipment that is in good condition and to ensure that the equipment is appropriately issued, maintained and returned to storage after the activity. Also, to report any additional equipment and needs to the Lead Coach or Facility Team.  10. To attend Staff Training and Staff meetings when required  11. To wear suitable uniform that will be issued from the Facility Manager  12. A commitment to undertake further qualifications as and when required |
| **General Duties** | 13. To fully engage with the University’s Performance Enabling and Welsh language policies  14.To promote equality and diversity in working practices and to maintain positive working relationships.  15.To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.  16.Any other duties as agreed by the Faculty / Directorate / Service Area.  17.To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values - [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:**  **Values:**   * Demonstrable evidence of taking pride in delivering professional services and solutions * Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. * Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   **Qualification:** A recognised Level 1 Coaching Qualification in the relevant sport (this is not required at point of application, but candidates must hold a UKA ‘Coaching Assistant’ qualification in order to coach at Academy sessions, therefore must be prepared to undertake relevant training prior to contract commencing in September 2025)  **Experience:** Coaching Children in a school, club or recreation environment  **Knowledge and Skills:** Understanding of governing body sports development plans   * Understanding of the importance of Customer Care and service delivery * Understanding of Child Protection policies * Excellent verbal communication skills * Ability to organise own work to achieve objectives * Ability to use effectively and maintain sports equipment   **Other:**  **A satisfactory DBS certificate must be provided before a start date can be confirmed**  **Desirable Criteria:**   * A recognised Coaching Qualification in the relevant sport * Understanding of Health & Safety legislation * Experience of working in a customer focussed environment * Experience communicating with parents or guardians * Child Protection Qualification * Ability to work flexible at evenings and weekends |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: Andy Phillips, AHC Manager, andrew.phillips@swansea.ac.uk |

  