



Job Description: Coach Education Officer

Job Title:	Coach Education Officer
Location:	A combination of time spent at both of our facilities in Woking and Camberley
Reporting to:	Gym Managers with regards to overall work and the Coach Education Coordinator with regards to Coach Education duties
Hours:	Full time, 40 hours per week to include evenings, weekends and bank holidays, based on the needs of the company

Overall Aims of the Role:

- To support the Coach Education Manager and Coach Education Coordinator to identify, nurture, train and manage the class helpers.
- To play an active part in helping new staff understand company expectations, standards and appropriate conduct.
- To support class helpers as they progress towards a British Gymnastics level 1 qualification as well identify those who may be suitable to undergo an apprenticeship with the company.

Main Duties and Responsibilities:

Coach Education:

- To help identify and bring through a new wave of class helpers each year.
- To help directly manage all helpers, to provide them with additional guidance and support when needed.
- To delegate coaching tasks to support helpers' personal development.
- To support the induction of all new helpers.
- To directly support the filming of coaching assessments.
- To support the development of individual coaches and mentor staff towards qualifications where required.
- Support the company to usher in the next wave of helpers and level 1 coaches.

- To encourage helpers to progress onto a British Gymnastics level 1 coaching course in the future.
- To carry out Coach Education administrative tasks, such as organising gymnasts for training events and coaching assessments.
- To be a designated mentor at various times in the year for coaches working on their level 1 coaching qualification.
- To help pass on any necessary communication and important company information to the helpers and be a key point of contact for them.
- To help reassure and answer any work-related questions that helpers might have in relation to their work.
- To provide vital feedback to the Coach Education Manager and Coach Education Coordinator about staff progress and to aid future employment decisions.
- To attend three staff training days each year, usually held during the Easter, Summer and Christmas closures.

Programmes:

- To assist in coaching the company's general acrobatics programme.
- To assist in coaching our additional groups, focused courses or any other company programme.
- To directly help oversee the running of any class where required.
- To help ensure all assistant coaches maintain a high level of interaction with participants and deliver appropriate teaching.
- To deliver any other high-quality group programmes where required, e.g. focused courses such as parkour, aerial or fitness.
- To coach and support the running of holiday programmes where required.

Other:

- To help ensure our environment is welcoming, friendly and supportive to all
- To use your own initiative in tasks such as answering the phone, taking payments and support our front desk when needed.
- To assist with producing Prime Online material when needed.
- To maintain a good professional appearance, always act as a role model to other staff and act as a key ambassador for the company.
- To assist the company in building communication amongst its members.
- To work closely with other senior staff to improve the overall quality of service.

Skills Required

- Excellent punctuality.
- Strong communication skills.
- Proficient in Microsoft Office and Google Workspace.
- A good level of acrobatic technical knowledge.
- A flexible and adaptable approach to work.
- A kind and nurturing nature.

Remuneration Package

- Salary depending on level of experience.
- Minimum of 5.6 weeks of annual leave (based on 4 weeks plus 8 English public holidays). Some holidays dates may be forced in line with club closures.
- Contributory Pension Scheme if eligible.

Essential Criteria:

- Minimum Level 2 UKCC/ British Gymnastics coaching award.
- Strong understanding of the British Gymnastics UKCC award system.
- Current safeguarding training as deemed acceptable by British Gymnastics.
- Current suitable first aid training.
- Current DBS certificate.
- Experience in management.

Desirable Criteria:

- Experience in circus, entertainment and other acrobatic disciplines.
- Experience in mentoring.
- Knowledge of the British Gymnastics level 1 virtual delivery and assessment process.