



Job Description: Rewards Coordinator

Job Title:	Rewards Coordinator
Location:	A combination of time spent at our two facilities in Woking and Camberley
Reporting to:	Gym Managers
Hours:	Full time, 40 hours per week to include evenings, weekends and bank holidays, based on the needs of the company. Approximately 30 hours of coaching and 10 hours of administration.

Overall Aims of the Role:

- To help coordinate the company's reward scheme and to ensure there is continuity among the coaching team in how it is delivered.
- To also work closely with the coaching team to identify and ensure both Acrobat of the Month and the Year are presented.

Main Duties and Responsibilities:

Rewards:

- To help coordinate the company's reward scheme across both sites.
- To ensure there is continuity among the team in how it is delivered.
- To ensure all coaching staff understand the process and the skills in the reward scheme.
- To work closely with the Coach Education Manager to establish and deliver any staff training on the reward scheme, including video content.
- To also work closely with the coaching team to identify and ensure our Acrobat of the Month and Year are presented.
- To ensure all of the rewards certificates are prepared and distributed in a timely fashion.
- To send any remaining certificates in the post for members who have left.
- To ensure no child is left with only one skill on their reward level.

- To make sure we deliver a great reward presentation for medals and certificates, photos are taken and provided to our Media Officer for posting online (with parental permission).
- To create a historical log of each club's Acrobats of the Month and Year.
- To provide additional feedback on a member's development (to both them and their parents) when requested or when necessary.
- To help motivate all staff and participants with the reward scheme.
- To continually assess the efficiency of the scheme's delivery and work closely with the Gym Managers to improve how it is delivered.

Programmes:

- To assist in coaching the company's general acrobatics programme.
- To assist in the coaching our additional groups, focused courses or any other company programme.
- To directly help oversee the running of any class where required.
- 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 actively promote the company where possible.
- 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 support the Gym Managers with creating and implementing new initiatives.
- To assist the company with any administrative duties/ projects where required to ensure smooth operations.

Skills Required

- Excellent organisational skills.
- Excellent customer service and communication skills.
- Proficient in Microsoft Office and Google Workspace.
- Proactive with great attention to detail.
- A good level of intuition and ability to use your initiative.

Remuneration Package

- Salary dependent 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.
- Option to work agreed overtime.

Essential Criteria:

- Minimum Level 2 UKCC/ British Gymnastics coaching award.
- 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.
- Management or leadership training.