



Charitable
arm of
Bath Rugby

Job Description

Job title:	Foundation Coach
Full time:	37.5 hours per week (maternity cover for a minimum of 9 months)
Start date:	Immediate
Reporting to:	Appropriate Line Manager
Salary:	£15,000

Post

Reporting to and working with an appropriate Line Manager, the Foundation Coach is responsible for delivering across all Foundation programmes in school and community settings throughout Bath and the surrounding areas. The Foundation's programmes aim to empower young people to create better futures for themselves by using sport as a vehicle for social change.

The Foundation Coach will be competent in delivering rugby (tag, touch, contact) and multisport sessions in a variety of settings. They will have an interest in developing their coaching skills and knowledge to use sport to develop physical, personal and social skills and deliver education and health messages.



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Responsibilities

Programme Delivery

1. Plan and lead the delivery of rugby (tag, touch, contact) and multisport sessions to recipients in school and community settings to the required quality standards.
2. Ensure all equipment is correctly set up, maintained, returned and stored.
3. Ensure that a safe environment is maintained for all.
4. Assist the delivery of classroom-based sessions which deliver education and health messages.
5. Work collaboratively with other Bath Rugby Foundation staff, apprentices and volunteers to deliver the sessions.
6. Regularly review own sessions to ensure programmes are delivered to a high standard and to maintain professional development.
7. Complete programme and Foundation admin tasks.
8. Maintain and strengthen Bath Rugby Foundation's partnerships and relationships with recipients of the programmes, key sponsors and stakeholders.

Communications

1. Develop excellent working relationships with Bath Rugby Foundation personnel, participants, partners and other key sponsors and stakeholders.
2. Ensure that the required database information is collected and logged.
3. Regularly communicate and feedback to programme officers about delivery.
4. Assist with the promotion of programmes.

5. Conduct themselves in a professional manner at all times (both in person and online).

Safeguarding

1. Comply at all times with Health and Safety regulations and safe working practices in accordance with current legislation, as detailed in the Foundation's Health and Safety Policy and Procedures.
2. Follow and uphold the Foundations safeguarding policies and procedures.

These are the key tasks as currently defined. It is expected that this job description will be regularly reviewed and may be amended from time to time, and by mutual agreement, to meet changing circumstances.

N.B. Employees are expected to use annual leave outside of core delivery periods unless otherwise approved by the Operations Manager. Time off in lieu (TOIL) is to be agreed and booked with the Operations Manager when extra working time is being arranged.

Person Specification

EXPERIENCE	Essential	Desirable
Planned, delivered and reviewed multi-sport or rugby coaching sessions in community, school or youth club settings.	X	
Worked with children and young people in a Youth Club, school or community setting developing personal, physical and social skills.	X	
Coached children and young people with disabilities.		X
Undertaken daily project admin.		X
Organised projects on a day-to-day basis.		X
Liaised with stakeholders, NGB's, local rugby clubs etc.		X
KNOWLEDGE		
Good understanding of rugby (including tag, touch and contact).	X	
How to play/coach a variety of sports.	X	
Best practice and theory in coaching children and young people.	X	
Best practice and theory of health and safety practices and procedures.	X	
Best practice and theory of safeguarding children and young people.	X	
How to effectively adapt sessions to enable participants of all abilities to fully engage in the activities.		X
How to reduce barriers to enable minority/disadvantaged groups access sport.		X
The issues currently faced by young people living in B&NES and the surrounding areas.		X
QUALIFICATIONS		
England Rugby Coaching Award or equivalent NGB Level 2.	X	

Enhanced DBS.	X	
Current First Aid certificate.	X	
Safeguarding certificate.		X
Current Inclusive Coaching certificate.		X
Level 2 Award in Multi-Skills Development in Sport.		X
ABILITIES & SKILLS		
Excellent communication including a range of delivery styles that can cater to different needs within a group.	X	
Excellent organisational and punctuality skills.	X	
Able to work independently.	X	
Self-motivated and a team player.	X	
Strong commitment to quality service delivery.	X	
General competence in IT skills, including email and programmes such as Microsoft Excel and Word.	X	
To work well with and engage children and young people from a variety of backgrounds and with differing needs.	X	
Able to adapt to different working environments e.g. schools, community, Youth Centres etc.	X	
Able to build good relationships with partner organisations.		X
CIRCUMSTANCES		
Able to work flexibly; daytime, evenings and weekends as required.	X	
Full driving licence with car or other means of travel.	X	
EQUAL OPPORTUNITIES		
Demonstrate a commitment to and understanding of the	X	

principles and issues relating to equal opportunities.		
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