



Colchester Borough Council

JOB ACCOUNTABILITY STATEMENT AND PERSON SPECIFICATION



Job Title:	CNG Cycling Session Coach	Salary Grade:	Competitive (tbc)	Post Reference:	
Service Area:	Commercial	Section:	Sport & Leisure		

Responsible to: Outdoor Duty Manager

Line Management responsibility for: Session volunteers and self-employed coaches as and when required and Cycle Assistants when set a session up and bike returns

Contact with: Customers, CNG staff NGB staff, external partners and other organisations

Purpose of job: To deliver and develop safe coaching across all of Leisure World Colchester Northern Gateway disciplines ranging from balance bike and bike-ability through to elite competency in accordance with the cycling development plan

Budget Responsibilities: Not Applicable

Principal Accountabilities:

1. To contribute personally towards the achievement of the council's three Core Goals and culture as defined by CBC's organisational attitudes and behaviours.
2. To deliver coaching including for the CNG cycling programme including accreditation, skills sessions, club and schools' bookings and corporate packages as well as other coached activities.
3. To lead and guide casual and volunteer coaches in delivery as part of a strong team unit in the delivery of the Cycle Development Plan.
4. To liaise with the management team in order to ensure that the highest safety standards are met in terms of venue infrastructure, hire equipment and coaching protocol.
5. Complete set up and set down checks, along with liaising with Cycle Assistants to ensure the, cleaning, monitoring the use of equipment and track space are maintained and record keeping of all cycling based equipment (e.g. My Laps, cameras, start gates, bikes etc.) before and after all events and private bookings are followed.
6. To maintain good working relationships with all users including clubs, community groups, individuals and professional companies, reply to any cycling/session based comments or complaints, keeping the Outdoor Duty Manager and Duty Management team aware at all times of any issues ensuring exemplary customer satisfaction standards are met.
7. Maintain full British Cycling accreditation and personal updates to ensure consistent delivery of programmes to recognised standards and appropriate levels and staying abreast of the latest coaching methods and delivery through liaison with British Cycling & other coaching bodies.
8. Provide guidance to all casual coaching staff, including work planning, evaluating performance in line with the councils process, managing conduct, disciplinary and recruitment matters, with the support of the Cycling Duty Manager / Duty Management team.
9. Encourage customer feedback and liaise with Leisure World management to find ways to continuously improve the service.
10. Have a full understanding of the membership packages and commercial products available in order to promote and secure business to meet organisational targets.
11. Have a full understanding of the wider services that Leisure World offers in order to advise customers on a range of different opportunities to meet their requirements.

12. To comply with the Council's Safeguarding policies with regard to children and vulnerable adults

Disclosure and Barring Service Registration required: **Yes**

Level of check required: Enhanced with a children's barred list check

Where staff will carry out defined, regulated activity with children/vulnerable adults

Public Sector Network independent check required: **No**

Where staff will access sensitive information using a PSN/need a .GCSX e-mail address

Politically Restricted Post: No **Specified/Sensitive**

PERSON SPECIFICATION

The following are the qualifications or equivalent experience that apply to this role: -	
<p>We expect you to have:</p> <p>Knowledge</p> <ul style="list-style-type: none"> • An in-depth understanding of at least 2 cycling disciplines and the techniques and tactics needed to compete and win at them. • Exemplary presentation skills combined with a passion for engaging and inspiring large groups of individuals. • First class group management and teaching skills which command total control and attention. • Numerate at a level that enables effective and safe management of coached groups and the planning of sessions and coaching plans. • Working knowledge of Health & Safety regulations both related to BC practices and other relevant environments. Able to demonstrate the physical strength and dexterity to lift bicycles safely and support a rider in the saddle for demonstrations where appropriate. • An ability to help mechanics in preparing and washing bicycles occasionally when required <p>Qualification</p> <ul style="list-style-type: none"> • British Cycling Level 2 or 3 Coaching certificate in at least two discipline specific models from BMX, Road or Bikeability or significant demonstrable experience. (International equivalents and those from other sports such as Triathlon will be considered). • A full, in date First Aid certificate as required for the above accreditation. • Coaching Membership to British Cycling must be maintained at all times 	<p>We also hope that you have:</p> <p>Knowledge</p> <ul style="list-style-type: none"> • A strong understanding of the techniques, tactics and rules of more than two cycling disciplines from Cyclocross, Road TT and Mountain biking. • A knowledge and understanding of the structure of British Cycling and it's regions as well as how they operate and interact. • A knowledge and understanding of schools cycling programmes such as Go-Ride and the bike-ability programme. • An understanding of current structures and practices in primary and secondary schools in England. • A secure knowledge and understating of bicycle mechanics and common fault finding across a range of disciplines <p>Qualification</p> <ul style="list-style-type: none"> • Degree in leisure, sports management, sports science, sports coaching or similar. • Deryn Pacers Licence. • BC/UCI Race Commisaire's endorsement. • ABCC coaching accreditations. • Nationally recognised cycle mechanics qualification would be a distinct advantage.

Skill groups	Skills
	We expect/hope you have:
Role-specific technical skills	<ul style="list-style-type: none"> • Ability to cope with being on foot or bike (when required) for a large proportion of the working day, some of which will be outside and all year 'round. • Able to demonstrate the physical strength and dexterity to lift bicycles safely and support a rider in the saddle for demonstrations where appropriate. • An ability to help mechanics in preparing and washing bicycles occasionally when required. • Understand the importance of customers and to anticipate and meet their needs in order to deliver outstanding customer service • Influence and retain customers
Leadership/Management	<ul style="list-style-type: none"> • Demonstrable ability to identify, analyse and solve varied problems and develop solutions independently and on the spot.

	<ul style="list-style-type: none"> • Demonstrable ability to develop and execute plans independently and in co-operation with others. • Demonstrable experience of effectively dealing with sensitive and confidential issues. • Demonstrable experience of planning, organising and running coached sessions. • Demonstrable experience of working as a coach in a range of cycling disciplines. • Understand and carry out duties in a manner which is safe for yourself, colleagues and public in accordance with the Health & Safety at Work Act 1974, in order to minimise the risk of injury/accident.
Impact and influence	<ul style="list-style-type: none"> • Demonstrable ability to engage and inspire visitors with clear and engaging coaching. • Demonstrable ability to adapt coaching styles to suit a wide range of groups, ages and abilities • Be able to work co-operatively with others to achieve shared goals and optimise organisation performance • Be receptive and positive about change and to have a 'can do' attitude • Participate in team meeting
IT Skills	<ul style="list-style-type: none"> • Microsoft Office365 applications (Outlook, Word, Excel, Powerpoint) • Use of MyLaps Timing Equipment
Administration	<ul style="list-style-type: none"> • Plan, deliver and safely supervise activities • Be capable to safely move, store, set up and set down relevant aerobic equipment • Have attention to detail and accuracy • Good communication skills • Encourage and motivate users to achieve the best of their ability. • Good numeracy and literacy skill

The following are any physical or special attributes that apply to this role:

We expect you to be able to:	We also hope that you are able to:
<ul style="list-style-type: none"> • Work out of normal hours including weekends, evenings and Bank holidays where necessary. • Undertake correct Health & Safety protocols as directed • Undertake Manual Handling • Flexible working is essential to this role, working days and hours will vary week to week throughout the year. • Be able to travel to and from any Sport & Leisure site as required 	<ul style="list-style-type: none"> • Proven ability to move or carry certain goods and equipment (predominantly bicycles) in order to set up for events and activities.

Prepared by: Ashley Bartlett	Date: 15.09.20
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