

JOB DESCRIPTION

1. **JOB TITLE:** Sports Development Assistant/Coach
2. **SALARY:** £20,818 pro rata (30 hours per week term time only)
3. **RELATIONSHIPS:** The post holder is responsible to the Sports Development Officer
- 3.1 Will make and maintain productive relationships with all members of the College and staff sharing similar roles in opposition colleges.
4. **PURPOSE OF JOB:**

To support the Sports Development Officer through the administration, co-ordination and delivery of the College's sports programme, in line with Richard Huish College and Huish Sport objectives.
5. **MAJOR TASKS**
 - Co-ordinate the organisation of all aspects of competitive sporting events on and off campus.
 - Responsible for coaching one of the Huish Sport teams.
 - Facilitate open sports sessions including after college clubs.
 - Responsibility for collecting weekly register from coaches and ensuring they are collated.
 - Organise and maintain stock levels, maintaining inventories of team kits, sports equipment and other resources in the sports areas.
 - Contribute as appropriate to other areas of sport team such as the teaching and coaching staff
 - Promote the positive ethos and values of Huish Sport at all times.
 - Keep Huish Sport website and social media up to date and ensure regular marketing of Huish Sport events and successes.
 - Co-ordinate press releases with the college marketing team.
 - Take video footage throughout the year for video analysis and promotional purposes.
 - Within an annual timetable of events agree a weekly work schedule with the Sports Development Officer
 - Participate in coaching, refereeing, officiating and supervision of activities and preparation of events, on and off the campus as appropriate
 - Undertake such duties as may be required, commensurate with the level of responsibility within the College at the initial place of work or at any other place where the College is undertaking activities.
 - Appoint and reimburse officials for fixtures when required.
 - Undertake the administration of organising sporting events including mini bus/coach booking, booking of facilities, preparation and submission of authorising paperwork, engaging officials,

arrangement of hospitality, provision of first aid kits, organisation of equipment and subsequent maintenance and restoring of equipment.

- Complete a weekly record of all sports results and achievements.
- Produce weekly fixture and team lists for circulation on the sports noticeboards in liaison with the coaching team.
- Maintain the College's sports noticeboards and displays
- Take a leading role in organising major Huish Sports events such as Pre-season Training Camp, AoC Sport National Championships, and Annual Sports Awards.
- To attend and contribute as appropriate to the Somerset College's meetings and organisation.
- Attend College Open Evenings to promote Huish Sport to prospective students.
- Oversee the Sports Hall and Gym bookings when necessary (to include maintaining of equipment and cleanliness of venue).
- Oversee and complete relevant gym procedures to include inductions, sign in sheets, record of memberships.

6. Other Duties and responsibilities

- To undertake tasks as reasonably requested by the HR Director.
- To take responsibility for safeguarding and promoting the welfare of all students
- To contribute to the promotion of equality and individuality of all users of the college
- Take responsibility for your own professional development and participate in the College's Performance Review and Development Scheme

7 CONTACTS:

The postholder will have a wide range of contacts with staff at all levels and with college governors.

8 CONDITIONS:

- This is a part time post (30 hours per week), term time only.
- The duties and responsibilities of the post are subject to those detailed in the Statement of Conditions of employment.