

Date as postmark
Our ref: JD/LS

Dear Applicant,

Post of: Pre school gymnastics and physical activity coach, various hours and locations. Ref: AS190

I enclose a pack, which includes Active Stirling's vision and goals. It also gives information on the type of individual we are looking for to fill this vital post, which will play a central role in Active Stirling.

Please note that the successful applicant must be a member of the Protecting Vulnerable Groups Scheme (PVG Scheme). The Scheme replaced the enhanced Disclosure Scotland check on 28 February 2011. Having Scheme Membership is not essential when applying for the post as Active Stirling will process it once the successful applicant is appointed. The applicant will be required to pay the Scheme Membership fee of £59 which gives you a lifetime membership to the Scheme.

The application form is available on the website under "current vacancies" and then the first link named "application form".

It would be helpful if you could return your Application Form and Equal Opportunities Monitoring Form as soon as possible. ***If you are posting your application form then please ensure that you have enough postage on the envelope to be certain your application arrives.*** It is our intention to short-list as soon as possible. Please enclose with your application a telephone number at which we can contact you at that time and also advise your referees that we will be seeking references immediately after the short listing process.

Completed application forms should be returned to either the postal address below marked "Confidential" or by email to jobs@activestirling.org.uk. A Curriculum Vitae is not acceptable.

Lorna Stewart, HR Assistant, Active Stirling Ltd, No. 23, 15 Borrowmeadow Road, Stirling, FK7 7UW.

Yours sincerely

Jude Deacons

Jude Deacons
School and Community Sport Manager

Enc



Thank you for your enquiry. Please find enclosed the following information:

- 1. Letter from Jude Deacons**
- 2. Our Vision and Goals**
- 3. Job Description**
- 4. Active Stirling Management Structure**



OUR VISION

Our vision for Active Stirling is:

To be a National leader in Sport and Physical Activity and deliver high quality opportunities to the Stirling Communities.

OUR GOALS

Our goals are to:-

- Ensure the opportunities to participate exist – fun, safe, quality opportunities that are relevant to local needs.
- Put in place the programmes and facilities necessary to bring about these opportunities.
- Maximise the number of people participating locally, and the frequency with which they participate.
- Develop productive partnerships between relevant agencies.



Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive or permanent schedule.

1. JOB DETAILS

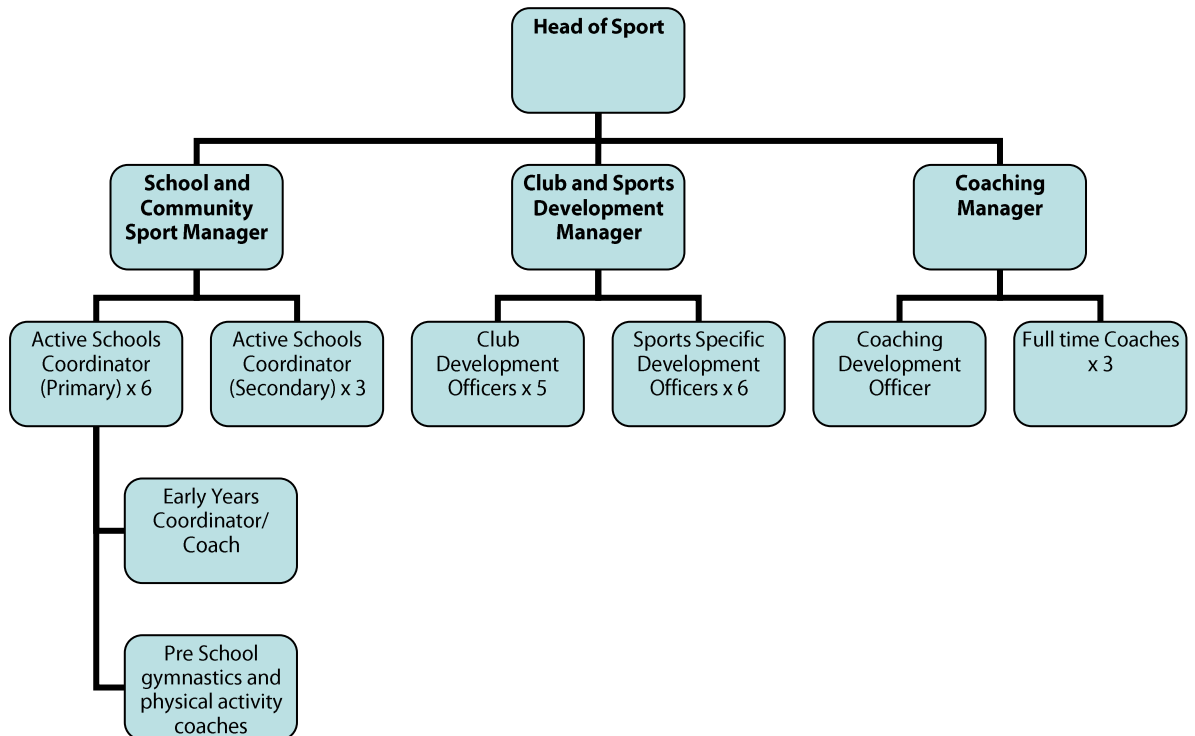
Job Title: Pre School Gymnastics and Physical Activity Coach
Business Area: Various
Reports to: Early Years Lead Officer
Grade: SCP 10

2. OVERALL PURPOSE OF THE JOB

To deliver a fun, high quality coaching and teaching programme in pre-school gymnastics and pre-school sport and physical activity in line with Active Stirling’s Early Years sport and physical activity programme.

3. JOB DIMENSIONS

Structure:



4. PRINCIPAL ACCOUNTABILITIES

1. To deliver high quality, fun, specialised coaching programmes in pre-school gymnastics and physical activity
2. To plan, prepare and develop high quality coaching sessions in pre-school gymnastics and physical activity including lesson planning and evaluation
3. To encourage the development of all participants by creating a fun, safe and stimulating coaching environment
4. To have a flexible approach to coaching in order to ensure the needs of the children are met and to allow for opportunities for their continued physical development.
5. To continually monitor and evaluate the quality of the programmes delivered
6. To maintain current knowledge and practice within pre school gymnastics and physical activity
7. To attend In-Service training programmes as required
8. To be responsible for the risk assessment of sessions, including equipment, in line with Active Stirling's Health and Safety procedures and standards
9. To assist in the marketing and promotion of Active Stirling's pre-school sport and physical activity programme
10. To communicate with parents to give advice on Active Stirling's sports development programmes
11. To work in line with the Health and Safety guidelines of Active Stirling
12. Any other duties as may be considered appropriate for this post

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

5. JOB CHALLENGES AND PROBLEM SOLVING

- Coaching/Teaching Skills
- Excellent Communication Skills
- Planning and organisation Skills
- Enthusiasm towards the delivery of pre-school sport and physical activity
- Self-Motivation
- Ability to work as part of a team and on own initiative
- Time Management

6. WORKING HOURS

Requirements to work flexible hours and across various venues

7. ADDITIONAL COMMENT

- Every job description in the organisation will be subject to a review either: on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
SPECIALIST SKILLS AND EXPERIENCE	<ul style="list-style-type: none">• Knowledge and experience of working with pre school children• Relevant sporting qualifications• Knowledge of coaching process• Excellent communication skills	<ul style="list-style-type: none">• Knowledge and experience of sports development• Full Driving Licence
PERSONAL QUALITIES		

ACTIVE STIRLING MANAGEMENT STRUCTURE

