

Date as postmark  
Our ref: GC/LS

Dear Applicant,

**Post of: Modern Apprenticeship (Sports Coach), fixed term for 12 months, 25 hours per week, Ref: AS192**

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). 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.

It would be helpful if you could return your CV as soon as possible but, in any event; this must be received by us no later than **6 March 2012**. ***Please ensure that you have enough postage on the envelope to be certain your CV arrives on time. Late CV's will not be accepted.*** It is our intention to short-list shortly after the closing date. Please enclose with your CV 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.

Please note that application forms are not required for this post. Please submit your curriculum vitae (CV) to either the postal address below marked "Confidential" or by e-mail to [jobs@activestirling.org.uk](mailto:jobs@activestirling.org.uk) (or tel. 0300 0028 0101). The job information pack is available on our website [www.activestirling.org.uk](http://www.activestirling.org.uk).

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

Yours sincerely



Gordon Crawford  
Head of Sport

Enc.



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

- 1. Letter from Gordon Crawford**
- 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: Modern Apprentice (Sport Coach)

Business Area: Various

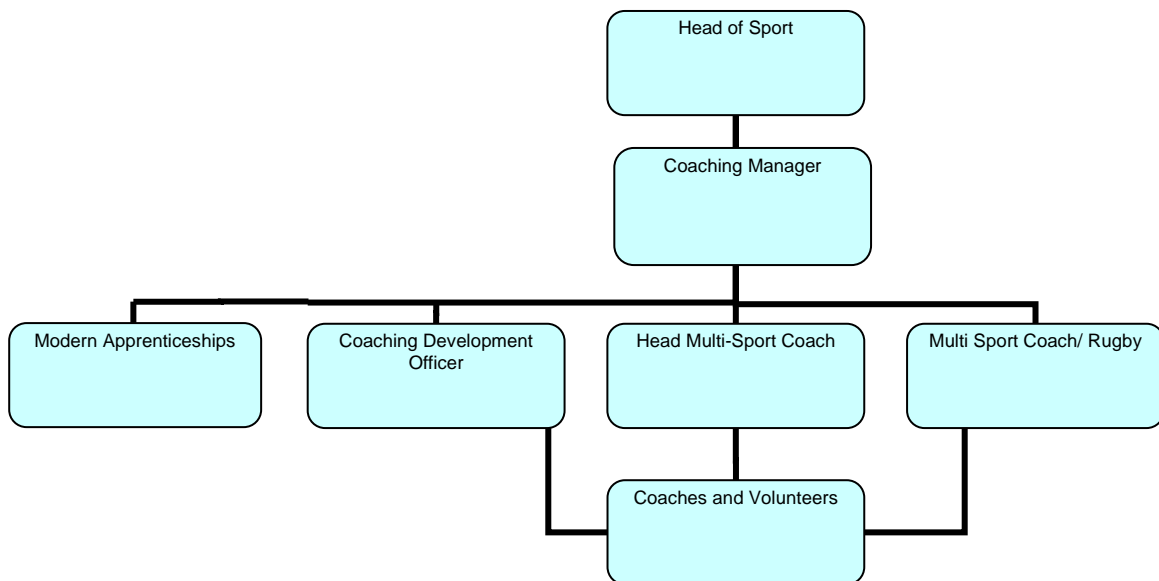
Reports to: Coaching Manager

### 2. OVERALL PURPOSE OF THE JOB

The apprentice(s) will work under supervision to provide sports support and to allow the Active Stirling Sport Development Team to deliver a professional high quality customer focussed service, during which time they will undertake SVQ Level 3 Management with the Sports Academy of Scotland.

### 3. JOB DIMENSIONS

**Structure:**



#### **4. PRINCIPAL ACCOUNTABILITIES**

1. To support the organisation and development of specialised coaching programme in specialised areas (Football, Athletics, Basketball, Gymnastics).
2. To support all Active Stirling Holiday programmes during Easter, Summer and October.
3. Support any multi-sport activity and events as deemed necessary by Active Stirling Sport Development Team.
4. To plan and prepare quality specialised coaching sessions across specific sports activities including lesson planning and evaluation.
5. To coach specialised sport specific and activity programmes.
6. To monitor and assess the development of the children and young people.
7. To monitor and evaluate the quality of the sports specific programme.
8. To attend In-Service Training programme, as required.
9. To be responsible for the maintenance and checking of all equipment, in line with Health & Safety procedures and standards.
10. To assist in the marketing and promotion of the sport specific programmes.
11. To work in line with 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
- Planning and organisation
- Good Communication
- Self Motivated
- Ability to work as part of a team/on own initiative
- Time Management

#### **6. WORKING HOURS**

Requirements to work flexible hours 25 hours per week contract.

**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
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• No current qualifications required as training will be provided however Sports Leader Course or equivalent qualification would be beneficial.</li> </ul>	<ul style="list-style-type: none"> <li>• UKA Athletics Leaders.</li> <li>• Getting Started in Basketball.</li> <li>• Gymnastics Learn to Coach Award</li> <li>• Early Touches Football</li> <li>• Any other sport specific qualification</li> </ul>
<b>SPECIALIST SKILLS AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Interests in sport</li> <li>• Participated in organised sport either at school or club</li> <li>• Interest of sports coaching</li> <li>• Knowledge of coaching process</li> <li>• Knowledge of specific sports</li> <li>• Interest and experience of working with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of sports development</li> <li>• Experience of coaching or leading group of children</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Excellent time management skills</li> <li>• Ability to work as part of a team or on own</li> <li>• Ability to take constructive feedback</li> <li>• Approachable and friendly</li> <li>• Enthusiasm</li> </ul>	

# ACTIVE STIRLING MANAGEMENT STRUCTURE

