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| Job Title             | 2 x Community Development Coach  |
| Package               | £18,000- £24,000 ( dependent on experience ) pro-rata  |
| Contract type         | Permanent  |
| Hours                 | Full Time 37.5 ( hours per week )  |
| Location              | Office - Uddingston Cricket and Hockey Club - Delivery across the Local area based in schools and community venues.                      |
| Regular working hours | It is expected that this post will work weekends and unsocial hours as part of a regular working pattern.                                |
| Reporting to          | Uddingston General Manager   |
| How to apply          | Send a CV and Cover Letter addressed Job Application. <a href="mailto:uddingstonhc.manager@gmail.com">uddingstonhc.manager@gmail.com</a> |
| Closing Date          | Monday 4th July 2022   |

**Purpose of the post**

To take the lead role in the delivery of hockey and out reach sessions on behalf of Uddingston hockey club in schools, community settings and at the club.

Acting as the day to day contact for these key partners in the delivery settings. Working closely with the wider Uddingston hockey Coaching and management team developing the quality of our offer into the community.

Delivering a high quality hockey experience with in the community, that develops both the profile of the club and increases hockey provision in the local area.

- Key Duties and responsibilities
- To Lead the delivery of Uddingston Hockey Clubs projects within schools and community settings
- To grow Identified projects within the Local Community.
- Plan and deliver Hockey sessions at a range of different venues.
- Grow the community arm of Uddingston Hockey Club by developing partnerships with Schools, community projects and external partners.
- To monitor and record participation levels of sessions delivered.
- To ensure the planning of all sessions is completed and meets the outcomes of each individual programme of work.
- To play a key role in the development of apprentice coaches supporting their learning and providing positive opportunities for them to succeed.
- To support effective communication between Uddingston Hockey Club and our key partners, ensuring key messages reach the intended audiences.
- To monitor equipment safety, quality and suitability for use across all coaching staff, supporting the high quality delivery from all Uddingston Coaches
- To promote appropriate opportunities across a range of Uddingston Hockey Club activities, including holiday camps and academy sessions for those who are gifted or talented.
- To support in the delivery of school holiday activities across a range of Uddingston Hockey Club projects.
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners.  
Carry out general office duties including data recording, filing, photocopying, sending and receiving emails.
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase Uddingston Hockey Clubs base through community delivery.
- Support at Uddingston Hockey Club events.
- Act at all times with utmost good faith to the Club and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, maintain good relationships, and collaborative working practices with Colleagues and partners.
- To work with colleagues throughout Uddingston Hockey Club to extend knowledge and skills in order to identify and develop best practice.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
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| Experience  | Essential | Desirable |
|---|-----------|-----------|
| A minimum of two years coaching experience  | x         |           |
| Previous experiences of working in a school or Club as a sports coach.            | x         |           |
| Experience Working with different groups across different age and demographic     | x         |           |
| Ability to plan, prepare and evaluate session plans                               | x         |           |
| Working under own initiative as part of a multi purpose team                      |           | x         |
| Qualifications and training   |           |           |
| A national Governing Body recognised Level 2 Qualification.                       | x         |           |
| First Aid   |           | x         |
| Safeguarding  |           | x         |
| Special Skills and Knowledge  |           |           |
| Knowledge of the Scottish Hockey Player Pathway                                   |           | x         |
| Competent With Microsoft Office   |           | x         |
| Familiar with GB Hockey's Golden Thread   |           | x         |
| Knowledge of Community Development aims and objectives                            |           | x         |
| Personal Qualities  |           |           |
| A person centered approach to delivery  | x         |           |
| A professional approach when working with schools and within the wider community. | x         |           |
| Positive attitude and the ability to motivate and enthuse groups                  | x         |           |
| Punctual and able to manage varied workload.                                      | x         |           |