

JOB DESCRIPTION

Job Title	PE and Sport Specialist
Job Reference Number	YT2638
Closing Date	Tuesday 28 July 2026
Interview Date	Monday 3 August 2026
Location	Hybrid Working – In the Community and Office
Pay Band	Band 3, £26,668 - £29,877 per annum (pro-rate for part-time)
Hours of Work	25 hours per week
Accountable To	Community Development Manager
Accountable For	Not Applicable
Special Conditions	The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working will be required as directed by the service. All positions are subject to a DBS Check appropriate to the role. Fixed Term until March 2028 with possibility to extend subject to further funding

1. PURPOSE OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to customers of Your Trust. This includes using your skills to plan and deliver high quality PE National Curriculum Key Stage 1 and 2 coaching sessions for schools and as part of a range of sports and physical activity programmes such as Streetgames and Go4 It to young people and adults of Rochdale Borough, working in a variety of venues including Leisure centres, schools and community sites and ensuring sessions are safe and fun for all involved.

2. DUTIES AND RESPONSIBILITIES

- a) To plan and deliver a wide variety of coaching sessions within Your Trust venues, schools and community settings including creating and producing appropriate session plans;
- b) To plan and deliver coaching sessions than enable participants to fully participate;
- c) To plan and deliver specific coaching sessions that support and increase participation for underrepresented or specific groups as agreed;
- d) To design and undertake progression, monitoring and evaluation activity ensuring requirements for funding or specific programmes are addressed;

- e) To engage and support Volunteers who assist in the planning and delivery of the coaching sessions, taking into account their experience, skills, knowledge and ability;
- f) To be responsible for Safeguarding of Children and Vulnerable Adults and First Aid including the reporting off accidents and incidents;
- g) To assist in ensuring that provision for children and families adheres to policies, practices and procedures including financial regulations, safeguarding and health and safety requirements;
- h) To be responsible for the setting-up, dismantling and storage of any equipment used during the session;
- i) To actively promote sport in general and assist in the dissemination of information in general in relation to clubs and competitions in the pursuit of excellence;
- j) To be polite, friendly, courteous and helpful at all times and deal with basic enquiries from customers and members of the public appropriately;
- k) To work at Your Trust and other venues across the Borough as required;
- l) To wear the Your Trust issued uniform and ID badge at all times and to ensure the uniform is kept presentable.

3. ADDITIONAL DUTIES

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of GDPR and Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with the Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.
- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.

- e) Relationships - To promote positive working relationships with all internal and external parties ensuring adherence to the Customer Charter and Staff Code of Conduct.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

PERSON SPECIFICATION

Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

Qualifications and Experience	Essential / Desirable	Identified By
Qualified to Level 2 from a Sport's Governing Body, hold a Community Sports Leader Level 2 or qualified by experience	E	A / I
Experience of planning and developing coaching sessions to children, young people or adults	E	A / I
Experience of delivering coaching sessions to children, young people or adults	E	A / I
Experience of delivering coaching sessions in both Primary School and community settings	E	A / I
Hold Emergency First Aid or demonstrate commitment and ability to achieve within 3-6 months	E	A / I
Hold First4Sport Level 3 in Supporting PE and School Sport	D	A / I
Experience of coaching or working with different disadvantaged and inactive groups or disabled groups	D	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Proven ability to develop positive relationships with stakeholders, partners and members of the public	E	A / I
Friendly, outgoing person who likes to work with different groups and ages	E	A / I
Ability to produce and deliver planned sessions according to the needs or abilities of the participants	E	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Up-to-date knowledge about coaching methods and techniques in your sport	E	A / I
Ability to work within a team with common objectives	E	A / I
Ability to lead on the design and compilation of progress, monitoring and evaluation process	E	A / I
Knowledge of Safeguarding of Children, Young People and Vulnerable Adults	E	A / I
Excellent communication; both oral and written and excellent interpersonal skills	E	A / I
Excellent time management skills	E	A / I
Excellent IT skills (Word, Excel, Outlook)	E	A / I
Ability to lead on design and compilation of progress, monitoring and evaluation processes	D	A / I
Awareness of equality, diversity and inclusivity within sport	D	A / I
Awareness of health and safety	D	A / I
Knowledge and experience of equality issues within sport	D	A / I

Special Working Conditions	Essential / Desirable	Identified By
Able to work flexibly including evenings, weekends and Bank Holidays	E	A / I
Demonstrate commitment to Your Trust Values of Care, People Focused, Inclusive and Excellence	E	A / I
High standards of personal presentation and appearance	E	A / I
Full UK driving licence or ability to travel around the Borough and Greater Manchester	E	A / I

Post Holder Name	
Post Holder Signature	
Date	

Version: January 2024

Completed By: Community Development Manager