

Dear Applicant

Re: Request for Application Pack

Thank you for your enquiry in response to our recent advertisement.

I am pleased to enclose your application pack. The job description and person specification outline the main responsibilities of the post and the skills, experience and knowledge, which we are looking for in the postholder.

This job is classified as having access to children or vulnerable adults. If your application is successful, we will check your suitability with the Criminal Records Bureau. They will carry out an Enhanced check and use information held on the Police National Computer, lists maintained by Government Departments and information from individual Police Forces. Having a criminal record may not be a bar to being employed by the Trust.

To ensure that your application will be considered, please return your completed form by the closing date.

Thank you for the interest that you have shown in working for Tameside Sports Trust.

Yours faithfully

Human Resource Section

CASUAL GYMNASTICS COACH
at
ETHEROW GYMNASTICS CENTRE, TAMESIDE

£7.35 per hour, - Club Coach
£7.91 per hour, - Assistant Club Coach
Please Quote TST 385

We are looking to recruit Casual Gymnastics Coaches, with experience of coaching children from age 5 to 17, to join our team.

You will be a qualified Club Coach or Assistant Club Coach (General Gymnastics). Qualifications in Pre School Gymnastics would be advantageous. Your role will include the provision of high quality structured coaching sessions and assisting in the promotion of the Tameside Gymnastics Scheme.

You will need excellent customer care / communication skills, a welcoming, helpful manner and proactive approach to service improvement.

Hours of work will be mainly evenings and weekends.

We can offer you the opportunity to play a major role in the provision of an excellent service.

Ongoing training and development will be provided.

Closing date: Please return your application form as soon as possible.

Applications are particularly welcomed from Afro/Caribbean/Asian people and from disabled people who are currently under-represented in this area of the Trust.

**TAMESIDE SPORTS TRUST
CONDITIONS OF EMPLOYMENT**

GYMNASTICS COACH

The Etherow Gymnastics Centre

<u>Pay:</u>	£7.35 per hour – Club Coach £6.91 per hour – Assistant Coach
<u>Union Membership:</u>	The Sports Trust has a Union Membership Agreement with the appropriate Trade Union (s) covering the occupation to which your application relates. Further details can be obtained from the officer responsible for your appointment.
<u>Hours of Work:</u>	Mainly evening and weekend work.
<u>Medical Fitness:</u>	Confirmation of medical fitness is a condition of employment. A medical examination is arranged with the Occupational Health Physician.
<u>Police Vetting:</u>	Successful candidates will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau.
<u>Holidays:</u>	4.4 weeks for a full holiday year
<u>Training:</u>	Willingness to attend ongoing training & development.
<u>Location:</u>	Etherow Gymnastics Centre, Mottram Road, Broadbottom, Tameside, SK14 6AX

Tameside Sports Trust has a no smoking policy.

TAMESIDE SPORTS TRUST
JOB DESCRIPTION

JOB DESIGNATION: GYMNASTICS COACH

RESPONSIBLE TO: GYMNASTICS DEVELOPMENT OFFICER

RESPONSIBLE FOR: N/A

DATE: OCTOBER 2005

POST OBJECTIVE: TO INSTRUCT, COACH AND SUPERVISE CUSTOMERS ATTENDING GYMNASTICS SESSIONS. TO PROVIDE HIGH QUALITY STRUCTURED SESSIONS AND TO ASSIST IN THE DEVELOPMENT OF THE TAMESIDE GYMNASTICS SCHEME.

DUTIES:

1. To instruct, coach and supervise gymnastics sessions at the appropriate levels as directed.
2. To provide customers with high quality, structured sessions that are run safely and efficiently.
3. To assist in the promotion of the Tameside Gymnastics Scheme.
4. To maintain records and issue badges and certificates.
5. To collect fees and charges from customers, in accordance with Trust procedures.
6. To move set up and store equipment as required.
7. To undertake essential cleaning duties.
8. To comply with the Trusts safe working practices and to ensure the safe condition of equipment.
9. To report any faulty equipment, accidents, incidents or complaints to the Gymnastics Development Officer.
10. To carry out such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility.

TAMESIDE SPORTS TRUST

PERSONNEL SPECIFICATION

Designation: GYMNASTICS CLUB COACH

Post No (s) _____

<u>Personal requirements of a successful postholder</u>	<u>Category</u>	<u>Method of Assessment</u>
1. Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade)		
CLUB COACH GENERAL GYMNASTICS	E	A
CLUB COACH PRE SCHOOL	D	A
2. Experience		
PREVIOUS EXPERIENCE OF COACHING & ORGAINISING		
GYMNASTICS SESSIONS	E	A/I
CUSTOMER CARE	E	A/I
WORKING AS A MEMBER OF A TEAM	E	A/I
3. Skills		
ORGANISATION SKILLS	E	I
INTER PERSONAL SKILLS	E	I
PRESENTABLE/CONFIDENT	E	I
TEAM WORKER	E	I
ABILTIY TO WORK UNDER PRESSURE	E	I
ABILITY TO USE INITIATIVE	E	I

		<u>Category</u>	<u>Method of Assessment</u>
4.	Knowledge		
	HEALTH AND SAFETY PROCEDURES	E	A/I
	GYMNASTICS COACHING METHODS	E	A/I
	EQUIPMENT SET UP AND STORAGE	E	A/I
5.	Work Related Circumstances		
	ADAPTABLE AND FLEXIBLE	E	A/I
	ABLE TO WORK ALONE IF REQUIRED	E	I
	WILLINGNESS TO ATTEND ONGOING TRAINING/DEVELOPMENT	E	I
6.	Equality		
	KNOWLEDGE & UNDERSTANDING OF EQUAL OPPORTUNITIES	E	A/I
	FAIR AND CONSISTENT APPROACH IN DEALING WITH OTHERS	E	A/I

For Information:

Category

- (E) Essential Requirement without which the candidate would be unable to carry out the duties of the post.
- (D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Method of Assessment

- (A) To be assessed from information provided on the application form.
- (I) To be assessed at Interview.
- (T) To be assessed by Selection Test.

TAMESIDE SPORTS TRUST

PERSONNEL SPECIFICATION

Designation: GYMNASTICS ASSISTANT CLUB COACH

Post No (s) _____

<u>Personal requirements of a successful postholder</u>	<u>Category</u>	<u>Method of Assessment</u>
3. Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade)		
<u>ASSISTANT CLUB COACH GENERAL GYMNASTICS</u>	E	A
<u>ASSISTANT CLUB COACH PRE SCHOOL</u>	D	A
4. Experience		
<u>PREVIOUS EXPERIENCE OF COACHING & ORGAINISING</u>		
<u>GYMNASTICS SESSIONS</u>	E	A/I
<u>CUSTOMER CARE</u>	E	A/I
<u>WORKING AS A MEMBER OF A TEAM</u>	E	A/I
3. Skills		
<u>ORGANISATION SKILLS</u>	E	I
<u>INTER PERSONAL SKILLS</u>	E	I
<u>PRESENTABLE/CONFIDENT</u>	E	I
<u>TEAM WORKER</u>	E	I
<u>ABILTIY TO WORK UNDER PRESSURE</u>	E	I
<u>ABILITY TO USE INITIATIVE</u>	E	I

		<u>Category</u>	<u>Method of Assessment</u>
4.	Knowledge		
	HEALTH AND SAFETY PROCEDURES	E	A/I
	GYMNASTICS COACHING METHODS	E	A/I
	EQUIPMENT SET UP AND STORAGE	E	A/I
7.	Work Related Circumstances		
	ADAPTABLE AND FLEXIBLE	E	A/I
	ABLE TO WORK ALONE IF REQUIRED	E	I
	WILLINGNESS TO ATTEND ONGOING TRAINING/DEVELOPMENT	E	I
8.	Equality		
	KNOWLEDGE & UNDERSTANDING OF EQUAL OPPORTUNITIES	E	A/I
	FAIR AND CONSISTENT APPROACH IN DEALING WITH OTHERS	E	A/I

For Information:

Category

- (F) Essential Requirement without which the candidate would be unable to carry out the duties of the post.
- (E) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Method of Assessment

- (B) To be assessed from information provided on the application form.
- (I) To be assessed at Interview.
- (T) To be assessed by Selection Test.

Tameside Sports Trust

Equal Opportunities & Diversity Policy Statement

THE POLICY

Tameside Sports Trust is striving to be an effective Equal Opportunities Employer. The purpose of this policy is to provide opportunities to all in employment irrespective of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status and social class. We oppose all forms of unlawful and unfair discrimination. All employees, whether part time, full time, temporary or casual will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

COMMITMENT

The policy will be implemented within the framework of relevant legislation which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
 - Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999) (Indirect Discrimination & Burden of Proof Regulations 2001)
 - Race Relations Act 1976 (Race Relations Amendment Act 2000)
 - Disability Discrimination Act 1995
 - The Protection from Harassment Act 1997
 - Human Rights Act 1998
 - Employment Rights Act 1996
 - The Disclosure of Criminal Backgrounds Regulations 1988
 - The Asylum and Immigration Act 1996
 - Data Protection Act 1998
 - Public Interest Disclosure Act 1998
 - Employment Equality (Sexual Orientation) Regulations 2003
 - Employment Equality (Religion or Belief) Regulations 2003
 - Employment Equality (Age) Regulations 2006
 - Civil Partnership Act 2004
 - Work and Families Act 2006

Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities and diversity in the workplace is good management practice and makes sound business sense. The principles and practices outlined in this policy will also extend to our partners and our customers in relation to the services we provide to the equal treatment of members of the public and equal opportunities with regard to the use of the facilities.

As employers we are liable for our employees' discrimination, both in terms of other employees, applicants and members of the public, if this occurs in the course of their employment. In order to pre-empt this it is necessary to make all employees aware of the policy and to take action to prevent discrimination at all levels. As such, no member of the public should be treated less favourably on the grounds of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status or social class.

PUTTING THE POLICY INTO PRACTICE

This statement is given to all employees and applicants. All staff on interview panels are trained on equal opportunities issues. Job applicants are encouraged from under represented groups. Adaptations will be provided where appropriate to meet the needs of disabled employees.

THE POLICY AND YOU

All employees are responsible for implementing the Trust's equal opportunities policies. It is important that all individuals who are employed by the Trust appreciate they have responsibility and a role to play in the provision of equal opportunities.

Providing Sport, Leisure and Recreation Opportunities in Tameside
in Partnership with

