

## **Lead Coach – East Lothian**

We are looking for an enthusiastic programme manager and lead coach to join our team for an exciting new opportunity in East Lothian.

City of Edinburgh Gymnastics Club is a not-for-profit company, run by a small dedicated team of coaches and volunteers. For more information see our website

[www.edinburghgymnastics.org](http://www.edinburghgymnastics.org)

CEGC offers a safe, fun and friendly environment to learn gymnastics. We are a highly successful club, offering high quality coaching at recreational level right through to competitive level with many of their gymnasts representing Scotland.

### **Purpose of the Job**

To lead/deliver gymnastics sessions for a Recreational & Intermediate Gymnastics programme near Dunbar and to manage all operational aspects of the programme.

### **Coaching**

- Leading a coached activity in recreational and intermediate gymnastics as the lead coach
- Ensuring that the standard of instruction is pitched at the correct level for the participants
- Ensuring that the standard of instruction is maintained at a high level
- Ensuring that the class design is such that it develops individual skills and abilities according to participants' own aspirations and abilities.
- To have good coaching practice and professionalism while following the coaching guidance of Scottish Gymnastics/British Gymnastics.
- Ensure the safety of all participants during the activity by following appropriate coaching guidance.
- Ensuring that Assistant Coaches and any volunteers are aware of the aims, goals and content for each session
- Prepare and produce high quality session plans which follow the framework of the wider CEGC recreational and intermediate programme.
- Continuously assess participants as required through the framework.
- Complete a risk assessment at the start of each session and take any appropriate action.
- To plan and deliver high-quality coaching sessions for this venue.

### **Customer care**

- Ensure that the activity remains popular, and all participants are made to feel involved and welcome.
- To monitor class programmes and report to CEGC management any points of concern and to be involved in the continued marketing and promotion of the programme.
- Foster a good working relationship with participants, parents/guardians, other coaches and venue staff/volunteers.

### **Venue procedures**

- Ensuring the health & safety of the participants during the coached activity and to comply with and co-operate with venue procedures.
- To carry out equipment checks and report any loss or damage. Moving equipment in accordance with Manual Handling procedures.
- The post holder has a duty to report concerns about the wellbeing of children or vulnerable service users and the ability to form and maintain appropriate professional relationships with service users.

### **Organisation duties**

- To project a positive image of CEGC, maintaining high standards of personal appearance and adopting a friendly and professional approach to the public
- Support the programme and the organisation to develop and build in future developments.

### **Additional duties**

- This post will require you to attend special events.
- Other such duties as appropriate to the post as required by the CEGC management.
- Ensuring the coach maintains their own levels of skills, competencies and qualifications to meet the above key tasks and CEGC guidelines.

### **Requirements for this Role**

Skills/Experience Required for this Role

#### Essential:

- Minimum UKCC Level 2 qualification (or equivalent) in a Gymnastics discipline / Scottish Gymnastics Activity Instructor qualification
- Confident and energetic coach who enjoys delivering gymnastics classes at a grass roots level.
- Has an open, welcoming and friendly character who is capable of engaging with children and customers.
- Ability to motivate and engage a team of coaches and take on the responsibility of the lead position.

#### Desirable:

- First aid qualification
- Experience coaching within a recreational or grass roots programme.
- Experience working with children/young people
- Experience working with children with additional needs
- Knowledge of child development and learning needs.

**Salary:** c. £23,600 - £28,500 p.a. pro-rata (based on 35hrs per week, 46 weeks per year, including paid leave), depending on experience. Salary paid monthly, averaged equally throughout the year. The Programme will be closed for two weeks at Christmas and 4 weeks in July.

**Hours per week:**

Hours will include afternoons, evenings and weekends for timetabled sessions (c. 20hrs), and an element of freedom to self-manage administration/management hours (c. 15hrs). This post could be broken into part-time or job-share hours, subject to negotiation.

For further information and to apply, please contact  
[club@edinburghgymnastics.org](mailto:club@edinburghgymnastics.org)