

JOB DESCRIPTION

Job Title	Gymnastics Lead - Programming
Job Reference Number	YT2507
Closing Date	Sunday 2 March 2025
Interview Date	Monday 17 March 2025
Location	Middleton Arena
Pay Band	Band 4, £27,975 - £31,641 per annum (pro rata if part time)
Hours of Work	17 hours per week
Accountable To	General Manager, Deputy General Manager
Accountable For	None
Special Conditions	<p>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.</p> <p>Fixed Term until December 2025 – Maternity Cover</p>

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 being responsible for designing, developing and coordinating a varied, recreational artistic gymnastics programme that is safe, high quality and fun, ensuring commercial performance of the programme including occupancy rates are in line with expectations so that the programme operates efficiently and is commercially strong and working with colleagues including the Gymnastic Lead – Coaching to ensure Your Trust processes and standards are adhered too, the programme is promoted widely including working with groups and schools to generate new attendees and being the key point of contact for all queries.

2. DUTIES AND RESPONSIBILITIES

- a) To lead the Gymnastic Team in the design, development and coordination of a high-quality gymnastic programme in liaison with the Gymnastic Lead – Coaching and the Centre Management Team;
- b) To work with the Gymnastics Lead - Coaching to schedule and programme regular assessment badge weeks;
- c) To be responsible for programming all pre-school sessions including Gyminis, Flippin-Tots and Sing and Play;

- d) To develop and improve opportunities for 1-2-1 provision for children with specific educational needs;
- e) To develop and programme gymnastic holiday camps, in-house competitions and community outreach session with local schools, #Thrive and youth groups and the home educated;
- f) To develop reporting systems to support the effective management of the gymnastic programme and provide monthly reports, analysis and insight to Managers to ensure that each timetable operates commercially, efficiently and within budget;
- g) To develop and establish robust systems for data collection, registration and recording of data and to undertake monitoring and evaluation of the programmes and activities including preparation of reports as required;
- h) To be responsible for managing rotas, recording hours and approving timesheets to ensure appropriate and safe levels of cover are maintained in liaison with the Gymnastic Lead – Coaching;
- i) To lead and work with the Gymnastic Lead – Coaching to recruit, induct, develop, mentor and hold performance management meetings with the Team;
- j) To support the Gymnastic Lead – Coaching with completing regular quality assessments on session delivery;
- k) To work with the HR Team to develop and co-ordinate a process which ensures all relevant legislative documents pertaining to Coaches and qualifications are in place and up to date;
- l) To work with the Gymnastics Lead – Coaching to ensure that safeguarding and data protection procedures and practices are adhered to by all members of the Gymnastics team;
- m) To have input in regularly reviewing and amending Gymnastics Risk Assessment and Safe Systems of Work documents on key items of equipment;
- n) To ensure all operating procedures and brand standards are being adhered to by all members of the Gymnastics Team;
- o) To pro-actively lead on growth of the Programme with the Gymnastic Lead – Coaching and to work with the Marketing Team on marketing strategies for the gymnastics weekly and holiday programme;
- p) To be polite, friendly, courteous and helpful at all times and deal with basic enquiries from customers and members of the public appropriately;

- q) To work at other Your Trust venues as required to which advance notice and training will be provided if required;
- r) To undertake other such duties and responsibilities of an equivalent nature as may be determined by your Line Manager including providing cover as necessary in the absence of staff.

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 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.
- 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 British Gymnastics Governing Body Level 2 or above	E	A / I
Experience of coaching gymnastics to children of varied ages	E	A / I
Experience of delivering a varied programming of gymnastics activities for all ages	E	A / I
Experience of planning and evaluating gymnastic activities for all ages	E	A / I
Experience of using marketing and social media to promote activities	E	A / I
Hold First Aid at Work Certificate or demonstrate commitment and ability to achieve within 3-6 months	E	A / I
Supervisory or Team Leader experience in a sport or leisure environment including mentoring, motivating and coaching	D	A / I
Hold IOSH Working Safely or equivalent or demonstrate commitment and ability to achieve within 3-6 months	D	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Proven ability to develop positive relationships with stakeholders, partners and members of the public including effective management of compliments and complaints	E	A / I
Friendly, outgoing person who has excellent communication skills with both children and adults	E	A / I
Experience in coaching and delivering sessions following lessons plans alongside the Governing body guidance and assessment criteria	E	A / I
Ability to recruit, train, develop, mentor and supervise a team of coaches including setting achievable targets and motivating staff to provide an excellent service delivery to our participants	E	A / I
Experience in administrating staff timetables, annual leave allocation, new members, leavers, DD financial admin analysis	E	A / I
Experience in following health, safety, safeguarding and industry specific guidance and procedures.	E	A / I
Ability to monitor and evaluate programmes and activities against KPI's and targets	E	A / I
Proactive and innovative with ability to work as part of a team as well as autonomously without supervision	E	A / I
Ability to use own initiative and think commercially to support the development of the service	E	A / I

Skills and Knowledge	Essential / Desirable	Identified By
Excellent communication; both oral and written and excellent interpersonal skills	E	A / I
Excellent IT skills (Word, Excel, Outlook, Teams, Social Media)	E	A / I
Excellent time management skills	E	A / I
Experience in programming gymnastics to children with SEND	D	A / I
Experience in working with On Course/ XN/ equivalent software for enrolling, moving and organising participants into correct classes	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 Focussed, Inclusive and Excellence	E	A / I
High standards of personal presentation and appearance	E	I
Full UK driving licence or ability to travel around the Borough	D	A / I

Post Holder Name	
Post Holder Signature	
Date	

Version: January 2025

Completed By: Head of Active Leisure and Wellbeing