

British Cycling
Role Profile

Last Updated: 21/01/2022

Role Title:	Community Coach
Department :	National Delivery
Location :	Home Based with regular travel within designated area (occasionally beyond such as meetings at BC HQ in Manchester)
Working Pattern:	37.5 hours per week working five days out of seven, including regular evening and weekend work.
Role Holder(s) :	
Level :	
Reports to :	Community Developer (where applicable)/Regional Manager
Responsible for :	Apprenticeships (where applicable)

Role Purpose :	To plan, deliver and evaluate a programme of high quality, professional coaching activities to participants that are progressive and reflective of the needs of the local community.
Key Accountabilities :	<ol style="list-style-type: none"> 1) Plan, lead and deliver entry level and multi-disciplinary cycling activities in local community hub, club and after school settings, with a focus on children & young people 2) Design, plan and deliver progressive coaching activity to support the identification and development of talented young people, focusing on supporting and enabling rider progression through to community, club, event and City Academy pathway 3) Establish relationships with community groups and organisations to identify and recruit new volunteers to become community champions. 4) Work closely with regional and national British Cycling colleagues to provide communities with access to education, training and CPD. 5) Develop city hubs, community clubs and schools clubs through coached activity. 7) Plan, deliver and evaluate coaching programmes ensuring they reflect the British Cycling's Strategy, regional delivery plan and local partnership plan. 8) Take positive steps to identify and overcome barriers to participation amongst participants from disadvantaged backgrounds, prioritising access and inclusion. 9) Promote British Cycling products and services including membership to participants, clubs, and other partners to maximise uptake and income. 10) Ensure the organisation's equality policy and commitment to inclusivity is embedded into all work programmes and own actions and own behaviour at all times. 11) Monitor and report on the performance of community delivery and behaviour change interventions, including the collation of participation data.
Decision-making :	<ul style="list-style-type: none"> • Plan and prioritise own tasks to a quarterly plan, adjusting on a week by week and sometimes daily basis to reflect changes in circumstances. • The work is bound by clear policies and procedures where routine decisions are made within clear parameters. National and regional staff are available to escalate any issues on a daily basis.
Developing Solutions :	<ul style="list-style-type: none"> • Develop coaching solutions that meet the needs of the local community, working within and towards achievement of key performance indicators. • Continuously seek improvements in own ways of working and promote best practice.
Responsibility for	<u>Physical</u> :

<p>Resources :</p>	<ul style="list-style-type: none"> • Coaching resources including company van, trailer, programme bikes, and coaching equipment adhering to all relevant maintenance schedules. <p><u>Financial :</u></p> <ul style="list-style-type: none"> • Manage costs and expenses associated with the role within agreed budgets • Adhering to the expenses policy, submitting returns on a monthly basis. <p><u>People :</u></p> <ul style="list-style-type: none"> • Support the volunteer and coach workforce through coaching delivery and mentorship of volunteers. • Mentorship support to apprenticeship roles (where applicable) and the volunteer and coach workforce.
<p>Relationships & Influence :</p>	<ul style="list-style-type: none"> • Attend and facilitate at coach education and other training courses as required. • Communicate regularly with British Cycling members and potential members and promote British Cycling products and services in order to promote growth. • Be a positive role model, creating a challenging and fun environment in which to motivate and encourage young people to participate in cycling. • Develop and maintain effective and positive working relationships with all partners and community organisations. • Effectively supervise, mentor and support club officials, coaches and volunteers as appropriate.
<p>Knowledge, skills & expertise :</p>	<ul style="list-style-type: none"> • Good education background with a minimum of five GCSEs or equivalent, • A current UKCC Level 2 Certificate in Coaching Cycling qualification (or equivalent or above). • Relevant knowledge and experience of sports development, including club and coach development. • Significant expertise in sports coaching; establishing delivering and co-ordinating coaching programmes for participants. • Experience of coaching in a wide range of environments including schools, clubs and community settings. • Excellent planning and organisational skills. • Ability to work efficiently on own initiative and to maintain a high standard of work under pressure • Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages
<p>Other :</p>	<ul style="list-style-type: none"> • An Enhanced Disclosure & Barring Check will be required • In possession of a full valid driving licence • Personal development: There is an expectation that all staff should continuously be looking to develop themselves and proactively commit to their personal development within the role. • Must not have any other commitments that pose a conflict of interest to the role

<p>Signed (Role Holder) :</p> <p>..... Date :</p>
<p>Signed (Line Manager) :</p> <p>..... Date :</p>