

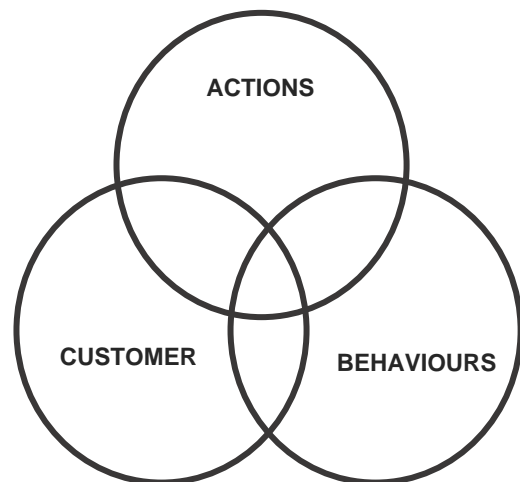
JOB DESCRIPTION

POST:	TRACK CYCLING COACH
JOB PURPOSE:	To augment the provision of high-quality coaching to a range of cycling groups who attend Wales National Velodrome. Customers range from taster sessions for schools through to adult cycling clubs looking for a new experience to experienced track riders aiming for fitness gains or skill development in advance of major events
RESPONSIBLE TO:	Cycling Manager
SALARY:	Grade 5 – SCP 25
KEY RELATIONSHIPS:	Customers, Track Cycling Development Officer, Leisure Operations Officers, Recreation Assistants, and other Newport LIVE colleagues.
BASE LOCATION:	Wales National Velodrome, Newport International Sports Village
MANAGEMENT RESPONSIBILITY:	None

I will be successful in my role when:

- All my key operational responsibilities are consistently delivered to a high standard.
- I achieve all key performance indicators specific to my role.
- I role model the behavioural values of Newport Live through my performance.
- I work collaboratively across departments and service areas to deliver exceptional customer service to Newport Live's customers.
- Through my performance and passion, I inspire people to be happier and healthier.

HOW MY PERFORMANCE IS MEASURED



DISCLOSURE AND BARRING:

This post may result in you having contact with children, the elderly, sick or disabled. Newport Live, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those that would normally be regarded as spent. You must complete the relevant section on the application form, applications will be returned if this section is incomplete. If successful in your application, you will be subject to a Disclosure and barring check.

OPERATIONAL RESPONSIBILITIES:

- 1** To provide quality cycle coaching experiences for participants in all sessions including juniors, seniors, and experienced cyclists.
- 2** To ensure that all sessions are run in accordance with Newport Live and British Cycling guidelines
- 3** To maintain accurate administration records for all coaching sessions in accordance with Newport Live guidelines.
- 4** Be responsible for the inspection and safe preparation of cycling facilities and equipment prior to each session delivered. Any defects to be reported immediately to the Track Cycling Development Officer.
- 5** Assist in the delivery of cycling events whilst working as part of a team.
- 6** Maintain high standards of Customer Care.
- 7** To ensure compliance with all statutory legal requirements and in particular the Health & Safety at Work Act (1974) and Child Protection Act.
- 8** To undertake training, as/when required, as part of the Cycling Development continual development program
- 9** To attend coach Forums / Meetings as and when requested by the Track Cycling Development Officer
- 10** To undertake any other duties commensurate with the grade as requested by the Track Cycling Development Officer

The person undertaking this role is expected to work within the policies, ethos and aims of Newport Live and to carry out such other duties as may reasonably be assigned by the Chief Executive of Newport Live. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will work to deliver agreed performance objectives; these will be reviewed on a regular and formal basis through Newport Live performance management processes.

**TRACK CYCLING COACH
PERSON SPECIFICATION**

Area	Essential	Desirable
Qualifications	<p>1.1 British Cycling Level 2 Certificate in Cycle Coaching (A,C)</p> <p>1.2 British Cycling Level 2 Track Coach award (A,C)</p> <p>1.3 Emergency First Aid Certificate (A,C)</p>	<p>1.4 Practical knowledge of cycling pathway within Wales National Velodrome and opportunities within the Newport City area (A,I)</p> <p>1.5 Safeguarding (A)</p> <p>1.6 Disability Inclusion Training (A)</p>
Knowledge, Skills & Competencies	<p>2.1 Ability to communicate effectively with customers when introducing new riders to track cycling environment (A,I)</p> <p>2.2 Be confident and assertive when occasion demands yet fully committed to the principles of excellent customer service (A,I)</p> <p>2.3 Ability to work with young people from varying backgrounds (A,I)</p>	<p>2.4 Ability to communicate advanced techniques to more experienced riders (A,I)</p> <p>2.5 Ability to work with children/ adults with special needs (A,I)</p>
Experience	<p>3.1 Experience of delivery of coaching sessions to participants in an indoor track cycling environment (A)</p>	<p>3.2 Experience of delivery of coaching sessions to a range of participants from youth and adults in an indoor track cycling environment (A)</p>
Personal Attributes	<p>4.1 Punctual (A,I)</p> <p>4.2 Patience and understanding whilst working with children and adults (A,I)</p> <p>4.3 High level of professionalism in manner and dress (A,I)</p> <p>4.4 Highly motivated and enthusiastic (I)</p>	
Other	<p>5.1 Ability to work flexible working patterns (A)</p>	

Method of assessment (* M.O.A.)

A: Application form (including shortlisting)

C: Certificate

E: Exercise

I: Interview

P: Presentation

T: Test

AC: Assessment Centre