



Job Title: Assistant Athletics Coach

Job Level: Front Line

Responsible To: Programme Supervisor

Direct Reports: None

Place of Work: Based at English Institute of Sport Sheffield but expected to travel to other venues as a when required.

Purpose of the Job

To assist in the instruction of athletics to all age groups and sectors of the community

Job Summary:

The Assistant Athletics Coach will assist the Athletics Coach(es) in providing instruction to customers booked on to the Trust's Athletics lessons in accordance to the set programme and awards scheme, including administrative duties such as class registers.

Key Responsibilities:

- Assist in the instruction of the Athletics Programme at the Company's sports facilities.
 - Follow standards and structures for every athletics lesson using the record of achievements as working documents.
 - Correctly set up, dismantle and store equipment in conjunction with operating procedures and health and safety guidelines.
 - Maintain and supervise equipment used during the lesson programme.
 - Ensure through the registration process that all participants are on the session register
 - To give constructive verbal feedback to all participants on an ongoing basis.
 - Effectively deal with any complaints and report these back to line manager with outcome / any follow up required
 - Carry out any other duties that are appropriate to the post.
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Expected Behaviours

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.

Inspiring – Approaches everything with energy, passion, empathy, and connection.

Excellent Communicator – Articulates clearly and concisely, listens to others, and ensures that relevant information is shared across the organisation.

Motivated Is genuinely invested in the success of their team and organisation.

Self-aware understands that their behaviour and mood has an effect on others.