Cycling Coach

YORK SPORT

Closing date: 30 March 2018
Directors Introduction

As a member of the Commercial Services team you will be a key contributor in supporting our section to provide essential income to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to Investors in people and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

I wish you well with your application.

Jon Greenwood, Director of Commercial Services

York Sport

York Sport is a York conferences Limited (YCL) department and is responsible for the University of York’s sporting estate and for delivering University and community facing services in support of our mission to ‘inspire activity’

In recent years, the University has invested heavily in sport as it seeks to maximise impact for its student, staff and local community. With support of key stakeholders over £13m has been invested in the ongoing upgrading of facilities that include our £9m Sport Village, athletics stadium, velodrome, and closed circuit cycle facility and performance gym.

Our commitment to provide the highest possible standards to a wide range of user groups is ongoing both in terms of facility and service delivery.

We continue to work alongside many of our partners as we seek to maximise opportunities and deliver high quality service, through our high quality team in our expanding high quality environment.
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

YCL is continuously looking for new ways to support the University. In 2017/18 a new retail store and catering outlet will open for the use of students, staff, visitors and local residents.

There are a number of commercially focussed departments which make up Commercial Services, Catering and Bars, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services and support teams including Human Resources Central Administration and Marketing.

YCL was awarded iIP Silver in August 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- On-site parking
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and tradesmen
- Salary sacrifice schemes including cycle to work, childcare vouchers and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates
- Uniform provided

Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, which includes bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 we have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the larger campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.

The University

Founded on principles of excellence equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the centre for almost 16,000 students across 30 academic departments and research centres. In just 50 years we have become one of the world’s leading universities and a member of the prestigious Russell Group.

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles—just a few of many attractions.

But York isn’t just a great place to visit—it’s also a great pace to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.
Salary: £12.88 per hour

Grade: B2

Hours of work: 5 hours per week

Contract type: Fixed term: May—October 2018

Reporting to: Sports Development Manager

Main purpose of this role

Responsible for writing & delivery of cycling coaching to children aged between 2 – 8 years old, as well as adults aged 18+ years within group coaching sessions. The role will include leading children’s sessions and/or leading on adult classes to a range of abilities on either the Velodrome or Circuit.

Key responsibilities and duties:

Coaching Responsibilities

- Manage and coach all activities within the planned schedule.
- Create session plans for each of the planned activities on the circuit and/or velodrome.
- Support and coordinate assistant coaches in supporting sessions.
- Take child registers and be responsible for child welfare at all times.
- Check all sessions are safe and have the correct equipment to operate.
- Deal with behaviour issues and first aid incidents.
- Carry out visual risk assessments of all planned activity.
- Support in race events when requested to by the Cycling Development Officer.

Cycling Administration Responsibilities

- Complete monthly audits of all bikes.
- Complete routine cycle circuit checks prior to sessions.
- Dealing with customer enquiries and bookings (office work).
- Cash handling during race events.
- Administration of race day events.

Other areas of responsibility

- Work alongside other York Sport staff to ensure best practice, health and safety and advice on potential risks involved with activities.
- Understand, implement and have knowledge of York Sport’s Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) including risk assessments and health and safety.
- To act as an ambassador for York Sport Cycling and British Cycling by abiding to good practice, behaviour and respecting fellow professionals and customers.
- Attend York Sport Cycling training alongside other coaches as well as keeping qualifications up to date.
- Complete the necessary online courses as requested by York Sport.
- Complete any other roles related to the role as requested by the Sport Development Manager or Operations Manager.
- To carry out other duties commensurate with the level of the post as directed by the Head of Sport, Sport Development Manager or Cycling Development Officer.

LIAISES WITH:

Sport Development Manager
Operations Manager
Cycling Development Officer
Duty Manager
Sport Administrator
Assistant Coaches
Members
## PERSON SPECIFICATION

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<tr>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>QUALIFICATIONS</strong></td>
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<tr>
<td>• Level 2 Cycling Coach.</td>
<td>• Disability Cycle Coaching Qualification (CPD Workshop).</td>
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<td>• Track Qualification or Velodrome Qualification.</td>
<td>• Mountain Bike Leadership.</td>
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<td>• Valid first aid certificate Enhanced DBS <em>(completed by York Sport upon successful appointment).</em></td>
<td>• Bike Leadership.</td>
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<td>• Balanceability Qualification.</td>
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<td></td>
<td>• Bikeability Qualification.</td>
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<td>• Velodrome Coaching Qualification.</td>
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<td>• Commissaries Coaching Qualification.</td>
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<td><strong>KNOWLEDGE</strong></td>
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<td>• Technical and fundamental knowledge of cycling.</td>
<td>• A knowledge and understanding of safeguarding vulnerable adults and young people.</td>
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<td>• Have strong behaviour management techniques and a good knowledge of how to mentor groups.</td>
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<td>• Have prior experience working with children in a coaching capacity.</td>
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<td>• Knowledge of cycling (circuit and velodrome).</td>
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<td>• Knowledge of how to set up bikes for customers.</td>
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<td><strong>SKILLS/ABILITIES/COMPETENCIES</strong></td>
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<td>• Confident in coaching children alone and as part of a team.</td>
<td>• Good quality administrative duties.</td>
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<td>• Ability to “think on your feet” and plan sports sessions.</td>
<td>• Bike Maintenance.</td>
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<td>• Enthusiastic and motivated.</td>
<td>• Basic IT skills.</td>
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<td>• Excellent communication skills.</td>
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<td>• Excellent planning and organisational skills.</td>
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<td>• Ability to clean and carry out basic maintenance tasks</td>
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<td>• Ability to motivate and influence members.</td>
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<td>• Ability to handle cash.</td>
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<td>• Good time management.</td>
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<td><strong>EXPERIENCE</strong></td>
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<td>• Previous experience within a cycling coaching.</td>
<td>• Experience of developing, planning and delivering fun, imaginative cycling sessions.</td>
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<td>• Delivery of high standard customer care.</td>
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<td>• Experience of coaching on a cycle circuit/velodrome.</td>
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<td>• Experience of working at cycling facilities.</td>
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<td>• Experience of setting up bikes for customers.</td>
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<td>• Experience in sporting events.</td>
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<td><strong>PERSONAL ATTRIBUTES</strong></td>
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<td>• Self-driven and committed to providing an excellent service.</td>
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<td>• Willing to learn and work hard to achieve.</td>
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<td>• Have a passion and enthusiasm to work with children.</td>
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<td>• Punctual and reliable.</td>
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<td>• Excellent inter personal and communication skills.</td>
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<td>• Ability to work irregular and unsocial hours as required including early mornings evenings and weekends.</td>
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<td>• Can work effectively when alone and unsupervised.</td>
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How to Apply

Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using reference 6543
- Complete the online application form

You will need to submit your application by midnight (GMT) on 30 March 2018.

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to be ready to show us how you meet the requirement of the job, either in a written statement and/or by answering questions.

The Company will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council website

Applicants aged under 18 year of age will only be offered 20 hours a week or less and they must provide evidence that they are in full or part time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413/01904 328424