

JOB DESCRIPTION

Job Title:	Birthday Party Assistant Coach (Junior Saints)
Grade:	Grade 2 (hourly rate of £12.08/hr)
Department:	Saints Sport, Junior Saints
Responsible to:	Assistant Director (Children's Services) / Children's Services Coordinator
Job Purpose:	Support the delivery fun birthday parties for children from preschool to primary school age.
Working Hours:	Weekends, (Saturday/Sunday) minimum 1.5 hours per party.

About Junior Saints

The Junior Saints team run a variety of weekly classes for pre-school children (3-5 years old) and those in P1-P7. Classes are led by fully qualified coaches and offer a wide range sporting activities. Junior Saints also manage several sports camps throughout the year to coincide with school holidays and in-service day. Our Junior Saints Birthday Parties offer a variety of sporting activities and fun energetic games for children which take place at the weekends.

Job Purpose

You will collaborate closely with our Childrens Services Coordinator and head coaches to create thrilling, interactive, and fun birthday party experiences for children. You'll bring creativity, energy and enthusiasm, while being eager to acquire new skills as you become part of the Junior Saints team. We seek motivated and enthusiastic individuals who embrace the Junior Saints mission of ensuring every child has a memorable party.

Key Duties and Responsibilities

1. To support the planning and delivery of an engaging birthday party sessions for children, in line with party request from parents/carers/children while collaborating with the Junior Saints Team to ensure the parties are exciting and enjoyable.
2. Maintaining high energy levels and enthusiasm throughout the party sessions to keep children engaged and entertained.
3. Support Facility and Operations team to assemble, set up and dismantle equipment for the session.
4. Oversee the general safety and behaviour of participants, taking appropriate actions to mitigate the risks as per the environment of the party, to prevent injury, misuse, and damage to equipment, while promoting a fun experience.
5. Support participants and managing emotions by remaining calm and patient if faced with challenging behaviours.
6. Communicating effectively with parents/carers to address any questions or concerns they may have.

7. Demonstrating a willingness to learn new skills and techniques to enhance the party experience.
8. Be responsive to communication from Children's Services coordinator/ Assistant Director (Children Services).
9. Understand and follow Saints Sport policies and procedures, for example; Child Protection Policy, Junior Saints Terms and Conditions and Health and Safety policy.
10. Represent the Junior Saints brand positively while promoting weekly classes and holiday programmes.

Special Requirements:

Willingness to work outside normal working hours including some work in the evenings and at weekends.

Applications are particularly welcome from women and people from Black, Asian and Minority Ethnic backgrounds, and other protected characteristics who are under-represented in coaching posts at the University

Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve.

This post is Regulated Work with children as specified in the Protection of Vulnerable Groups (Scotland) (PVG) Act 2007. Accordingly, the preferred candidate will be required to become a member of the PVG Scheme, or undergo a PVG Scheme update if already a Scheme member, prior to any formal offer of employment being made. If you wish further information on the PVG Scheme you can visit the Disclosure Scotland website at www.disclosurescotland.co.uk

Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment (i.e. application form, interview, test, presentation etc)
Education & Qualifications <i>(technical, professional, academic qualifications and training required)</i>	Knowledge of a broad range of sports and their requirements. Willingness to undertake further training as appropriate.	Working towards UKCC Level 1 coaching qualification Introductory sports coaching qualification Participant of Sports Leadership Award/or completed	Cover Letter, CV, interview.
Experience & Knowledge <i>(examples of specific experience and knowledge sought)</i>	Previous sports coaching experience with children and/or adults. Experience of working as part of a team.	Paid/Unpaid Experience of supporting the delivery of activity to children and young people.	Cover Letter, CV, interview.
Competencies & Skills <i>(e.g. effective communication skills, initiative, flexibility, leadership etc)</i>	Strongly self-motivated Excellent organisational and time management skills. Ability to work on own initiative. Ability to communicate effectively with children and young people		Cover Letter, CV, interview.
Other Attributes/Abilities	Keen Interest in Sport	Must be willing to	Cover Letter, CV, interview.

(if applicable)	and physical activity An enthusiastic and proactive approach to working with children young people The ability to motivate and inspire participants and fellow coaches. You will be required to join or update your PVG Scheme Membership. A commitment to observe the University's Equal Opportunities Policy at all times.	undertake further qualifications.	
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Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

How to apply

Please email Cover Letter and CV to the following address, subject title: Junior Saints, Birthday Party Coach.

juniorsaints@st-andrews.ac.uk

Other Information:

If you would like further information regarding the above post, please contact the Children's Services Coordinator on 01334 46 2190, or email lw76@st-andrews.ac.uk

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The University is committed to equality for all, demonstrated through our working on diversity awards (ECU Athena SWAN/Race Charters; Carer Positive; LGBT Charter; and Stonewall). More details can be found at <http://www.st->

andrews.ac.uk/hr/edi/diversityawards/. The University is committed to equality of opportunity.

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