HBS Revolutions
Job Description

Position: **Level 2+ Coach of General Gymnastics - HBS Revolutions (18 Years Plus)**

Dept/section: HBS Revolutions Trampoline, DMT & Gymnastics Club

Reporting to: Club / Site Commercial Operations Manager (CSCOM), Head Coach & Site Commercial Operations Supervisor (HC&SCOS) in the absence of CSCOM.

Main Purpose and Objective of the role:

To assist the Club / Site Commercial Operations Manager, Head Coach & Site Commercial Operations Supervisor & Coaching to lead and deliver a well-balanced and coordinated training programme, providing a safe, fun and inclusive environment for **ALL** our members to flourish.

Key Responsibilities:

1. Take full responsibility for the club's coaching sessions in the disciplines in which they are qualified in the absence of a Senior Coach.

2. To assist in planning, leading and delivering the club training programme & award system. Work with other junior coaches in the preparation, running and evaluation of each session.

3. In the absence of a Senior Coach on the day, ensure sessions are managed and structured in accordance with British Gymnastics ratios and the club's training programme.

4. To provide leadership and mentoring support to the Level 1 Coaches and Young Leaders. Assist the Senior Coaches in delivering regular and relevant CPD's to ensure the club's coaching programme remains on track, to programme and successful.

5. Encourage a professional, friendly atmosphere ensuring all those taking part are correctly guided and supervised.

6. Attending all necessary competitions and events.

7. Assist the Club / Site Commercial Operations Manager, Head Coach & Site Commercial Operations Supervisor & Coaching Team in planning, organising and managing all holiday programmes and squad days relating to HBS Revolutions Gymnastics disciplines. Collaborate with the senior team to ensure all elements of the holiday programmes are delivered successfully.

8. Ensure all equipment is set up correctly, safely and in a timely manner before the start of each session whilst directing Level 1's, Young Leaders and Desk staff during set up to increase the productivity and efficiency whilst remaining safe at all times.

9. Carry out pre-activity checks at the start of each session to ensure that the venue, equipment and activities are safe and hazard free. Complete regular dynamic risk assessments throughout the session to ensure that the club, coaches and members remain safe at all times.

10. Pack away all equipment safely and in a timely manner at the end of each session whilst directing Level 1's, Young Leaders and Desk staff during pack away to increase the productivity and efficiency whilst remaining safe at all times.

11. To act in a responsible and appropriate manner, leading by example by adhering to all the club policies and British Gymnastics code of conduct and ethos, code of practise and all other relevant British Gymnastics policies.

12. Familiarise yourself with any gymnasts requiring extra assistance ie; Level of fitness, specific medical conditions, physical impairments or disabilities.

13. Carry out pre-activity checks at the start of each session to ensure that the venue, equipment and activities are safe and hazard free. Complete regular dynamic risk assessments throughout the session to ensure the club, coaches and members remain safe.

14. Ensure all required administration is completed in a timely manner including records of attendance, accident / incident report forms.

15. To provide cover or suitable notice for cancellation of any sessions that cannot be attended.

16. Undertake relevant training courses as appropriate and when required.

17. Attending all club fundraisers and events.

18. To notify the Welfare Officer immediately of any incidents, referrals or disclosures. If this is not possible, follow the child protection policy guidelines.

19. To fulfil the duty of care towards all participants and members of the club.

Skills Required:

- Able to communicate effectively with colleagues, gymnasts and parents.
- Effective Time Management, Planning and organisational skills.
- Ability to manage the Level 1 coaches and Young Leaders.
- Understand the learning process and training principles.
- Motivate and assist gymnasts to develop new skills.
- Prepared to make a regular time commitment.
- Excellent Time keeping and attendance record.

Essential Qualifications and Prerequisites:

- Minimum British Gymnastics Level 2 or above in Gymnastics
- Enhanced DBS valid in the last 3 years.
- Safeguarding Training completed in the last 3 years for the School and British Gymnastics.
- KCSIE and Prevent Training completed annually.

- British Gymnastics Positive Coaching award.
- Valid British Gymnastics Insurance.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities and duties.

Print name ……. (Member of staff) Signed ……. (Member of staff)	Signed …….. Director of Finance & Operations
Date …… (Member of staff)	Date ……..

Key: Club/Site Commercial Operations Manager (CSCOM)
Head Coach & Site Commercial Operations Supervisor (HC&CSCOS)

HBS SC/JNbr/October 2026