

JOB DESCRIPTION

Job Title:	Part Time Assistant Gymnastics Development Officer
Grade:	Grade 3 - £8,528-£8,941
Responsible to:	GYMNASTICS Development Officer
Location:	Various City Wide Delivery
Responsible for:	Gymnastics Delivery &
Hours of Duty:	12 Hours
Purpose and Objectives of Post:	

To be responsible for the delivery of a wide range of high quality gymnastics sessions, events and activities as directed by the Gymnastics Development Officer. To assist the Gymnastics Development Officer with the co-ordination, promotion and management of the gymnastics programme.

Main Duties and Responsibilities:

1. To be responsible for the delivery of recreational gymnastics sessions in a variety of facilities to all age groups and all abilities. To identify talented gymnasts and develop their skills into more advanced sessions.
2. To agree content of the sessions with the Gymnastics Development Officer. To support the delivery of the British Gymnastics RISE programme.
3. To assist the Gymnastics Development Officer with the day to day management and development of sessions and the gymnastics development programme.
4. To deliver or assist in the delivery, organisation and management of competitions, displays and activities as required by the Gymnastics Development programme.
5. To keep relevant records for all sessions taken for monitoring purposes.
6. To assist with administrative duties, including emails, as part of a normal working day.
7. To evaluate sessions and performance of the gymnastics programme and agree amendments in line with the Gymnastics Development Officer.
8. Ability to work regular evenings and weekends in accordance with the Gymnastics programme requirements.

Corporate Responsibilities

1. To ensure high levels of professional conduct at all times, with particular reference to punctuality, dress, presentation and administration.
2. To ensure that customer care is the major priority for service provision.
3. To ensure the service is promoted efficiently, effectively and in keeping with the corporate image of Salford Community Leisure.
4. Considerable importance is attached to the public relations aspect of all work undertaken by Salford Community Leisure staff. It is expected, therefore, that the post holder will at all times project to the public the image of Salford Community Leisure as being keen to assist wherever possible, and positively promote the work that SCL does across its various services
5. SCL expects all its employees to have a full commitment to the SCL's Equal Opportunities Policy and acceptance of a personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of SCL.
6. To ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner
7. To act at all times with due regard to Salford Community Leisure's Health and Safety Policies and related Codes of Practice

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, SCL will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date, Job, & Description Prepared/Revised: October 2025

Prepared by: A.Keenan October 2025

Agreed by Post holder: