



Job Description

Job Title: Assistant Head Coach

Reports To: Chairman

Location: Bicester & District Gymnastics Club

Hours: Part-time/Voluntary, depending on scheduled sessions and administrative duties

Type: Paid

Role Purpose:

The Assistant Head Coach supports the Head Coach in delivering high-quality gymnastics training across all levels. This role is pivotal in planning training schedules, developing gymnasts, mentoring junior coaches, and assisting in organizing competitions and events to enhance the club's athletic and developmental success.

Key Responsibilities:

Training & Program Development:

- Collaborate with the Head Coach to design and implement seasonal training plans.
- Plan, deliver, and evaluate structured training sessions for both recreational and competitive gymnasts.
- Support the creation and execution of gymnast development programs tailored to varying abilities and goals.
- Monitor and record gymnast progression, offering regular feedback and setting development targets.

Coach Mentorship & Development:

- Assist in mentoring and guiding less experienced coaches to ensure consistent coaching standards.
- Lead by example in fostering a positive, supportive, and safe coaching environment.
- Encourage ongoing professional development among the coaching team, including suggesting and supporting further qualifications.

Safety and Welfare:

- Promote and maintain a culture of safety during all coaching sessions.
- Conduct session-level risk assessments and ensure compliance with safeguarding policies.
- Report any welfare concerns in line with club procedures and support a positive safeguarding culture.

Administration and Record Keeping:

- Oversee the maintenance of gymnast records, including attendance, progress, and competition results.
- Support the Club Secretary in managing gymnast records on the LoveAdmin platform.
- Contribute to club reporting, including performance metrics and session feedback.



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Event & Competition Coordination:

- Assist in organizing gymnast participation in internal and external competitions, ensuring gymnasts are prepared physically and mentally.
- Coordinate logistical elements such as entries, schedules, travel arrangements, and equipment needs.
- Support delivery of club events, including displays, open days, and showcases.

Operational Support:

- Contribute to coaching meetings and support strategic planning with the Head Coach and committee.
- Help maintain gymnast records related to attendance, development milestones, and competition outcomes.
- Liaise with parents and guardians to communicate progress and key information.

Professional Development:

- Stay informed about developments in gymnastics coaching and attend relevant training courses and workshops.
- Encourage and support the coaching team in pursuing further qualifications and professional growth.

Skills and Qualities Required:

- Hold IGA Level 2 (or higher) coaching qualification or equivalent.
- Proven experience in delivering structured gymnastics coaching to varied age groups and skill levels.
- Strong organizational and planning skills.
- Excellent interpersonal and communication abilities.
- A passion for gymnast development and team collaboration.
- Commitment to ongoing learning and upholding club values.

Desirable Skills and Attributes:

- Experience supporting or managing competitions and gymnastics events.
- Interest in curriculum or program design for athlete development
- Familiarity with LoveAdmin or similar membership platforms.
- Creativity in session planning and gymnast engagement strategies.

Training and Support:

The Assistant Head Coach will receive support from the Chairperson and committee, as well as access to relevant IGA training resources and professional development opportunities.