



Join the Shine Team

Shine Wraparound Care Ltd is a rapidly expanding company based in our very own sports hall complete with office and training facilities based in Henleaze, Bristol. Formed 7 years ago, the company now has 70 members of staff.

Our young and vibrant team boasts some of the most experienced and qualified coaches in the region along with marketing and finance directors to support the staff as they deliver quality breakfast, lunchtime & after school clubs as well as PE lessons to hundreds of primary school children across Bristol and beyond. Additionally, we run adult fitness classes, Saturday morning football, cricket and dance academies, development squads, birthday parties and tots sessions as we appeal to the whole family.

Finally, Shine run the biggest and best holiday clubs in the South West with more children coming to our venues in Bradley Stoke, Clifton, Henleaze, Westbury-On-Trym, Southville than any other holiday club around!

Position: Apprentice

Hours: 40 hours per week.

Wage: £3.90 hourly

Holiday: 20 days paid holiday + 8 bank holidays

Role Purpose: Assist with all aspects of Shine's coaching and after school programme including; administration, planning, delivery and promotional tasks. Provide regular assistance with Shine's sporting activities during term time and holidays and take on practical duties including maintenance and preparation of sports equipment and resources in readiness for sessions.

Responsible to: Line Manager and Training manager

Responsibilities:

- Represent the Company in a positive and professional manner at all times including; excellent punctuality, wearing of company branded clothing and liaising with children, school staff and parents efficiently and positively.
- Follow the session plans as provided by the head of the area you are employed in.
- Deliver structured coaching sessions at an excellent standard that enable children's learning and development whilst having fun in a safe environment.
- Evaluate and analyse the success of the coaching sessions undertaken by the team and suggest areas of improvement to the relevant coach.
- Assist the Head of Apprentices with administrative tasks connected with the delivery of a session (e.g. collect and record fees and accurately mark the attendance register as necessary).
- Assist with the planning and delivery of sporting themed events.
- Prepare and maintain the Company's sports equipment and coaching resources ensuring the relevant equipment is ready for use by the Shine coaching team each day.
- Read, sign and adhere to the Company's Policies & Procedures at all times.
- Ensure you, as a contracted member of staff, read and adhere to the standards and expectations of employees as detailed in the staff handbook at all times.
- When required undertake other duties as reasonably directed.