

Head of Pre-School Gymnastics & Holiday Camp Co-ordinator

Job Description

Overall Aim

The Head of Pre-School Gymnastics & Holiday Camp Co-ordinator is a key leadership role within Basingstoke Gymnastics Club, responsible for leading, developing, and delivering an outstanding pre-school programme alongside a high quality holiday camp provision.

As lead coach and programme owner, you will create a fun, inclusive, and engaging environment that inspires a lifelong love of movement and physical activity. You will play a significant role in shaping early years experiences, supporting foundational skill development, and fostering confidence, wellbeing, and enjoyment for all participants.

This role is also responsible for leading and inspiring a team of coaches, ensuring consistently high standards, and contributing to the wider success of the club as a thriving community organisation.

Key Responsibilities

1. Programme Development & Delivery

- Design, deliver, and continually enhance a dynamic and engaging pre-school gymnastics programme aligned with club values.
- Develop structured curricula that enables all participants to progress and succeed within recognised achievement schemes.
- Produce detailed lesson plans and ensure all sessions are delivered to a high, consistent standard.
- Stay up to date with industry trends, ideas, and feedback to maintain a leading and innovative programme.
- Deliver high quality, inclusive, and engaging sessions that cater to a range of abilities and developmental stages.

2. Coaching Leadership

- Lead from the front by role modelling outstanding coaching practice and professional behaviours.
- Inspire, mentor, and develop assistant coaches, supporting their ongoing learning and performance.
- Create a positive, energetic, and inclusive environment that promotes confidence, enjoyment, and achievement.
- Provide regular, constructive feedback to participants and coaches to support development.

3. Progress Monitoring & Member Experience

- Take ownership of participant progress tracking, including award schemes, testing, and distribution.
- Establish and continually improve systems for providing individual feedback to parents and carers.
- Plan and deliver termly celebration events to recognise achievements.

- Drive continuous improvement in the overall member experience through feedback and innovation.

4. Team Management & Workforce Planning

- Lead, manage, and inspire the pre-school coaching team across all sessions and events.
- Work collaboratively with management to plan staffing, identify gaps.
- Maintain clear communication channels within the team and wider club.
- Establish and uphold high standards in coaching delivery, safety, and professionalism.

5. Holiday Camp Co-ordination

- Plan, organise, and successfully deliver high quality holiday camps.
- Ensure camps provide safe, engaging, and memorable experiences for all participants.
- Coordinate staffing, programming, and logistics to ensure smooth and effective delivery.
- Continually review and improve the holiday camp offering.

6. Club Events & Community Engagement

- Promote and encourage inclusive participation in club events, including the annual club festival.
- Support the planning and delivery of events, including routine preparation within class programmes.
- Act as a lead coach at events, supporting both staff and participants.
- Actively promote and champion the club, contributing to a strong and connected community.

7. Safety, Safeguarding & Risk Management

- Ensure the highest standards of safeguarding, welfare, and wellbeing at all times.
- Adhere to and promote all club policies, including safety procedures and risk management protocols.
- Regularly inspect equipment to ensure it is safe and appropriate for use.
- Stay up to date with industry safety standards and safeguarding best practices.

8. Communication & Administration

- Build strong, positive relationships with parents and carers, responding to queries professionally and promptly.
- Work collaboratively with colleagues and management to ensure effective programme delivery.
- Maintain accurate records, schedules, and administrative systems.
- Ensure all communication reflects the club's positive and professional image.

9. Professional Development

- Engage in ongoing CPD, training, and learning opportunities to enhance coaching effectiveness.
- Stay informed of developments in gymnastics coaching and early years activity.
- Demonstrate a commitment to personal and professional growth.

Key Deliverables & Success Measures

- A fully structured, progressive pre-school programme with clear pathways and strong participation levels. Measured by growth and retention of pre-school membership numbers and high levels of session attendance and waiting list demand.
- Consistently high quality, engaging sessions delivered across all classes assessed through observations and feedback from parents and carers.
- Demonstrated innovation and continuous programme improvement.
- A well trained, motivated, and supported team of pre-school coaches.
- Successful implementation and delivery of award schemes and progress tracking systems.
- High quality, well organised holiday camps with strong attendance and positive feedback.
- Termly celebration events delivered to a high standard.
- Safe, compliant, and well managed working environments with no significant safety breaches.
- Strong parent engagement and communication processes in place tracked by positive feedback trends from surveys and informal feedback.
- Positive contribution to club events and initiatives, including successful delivery of the annual festival.
- Positive contribution to club culture and team morale.

Person Specification

Qualifications & Experience

Essential

- Recognised British Gymnastics coaching qualification (minimum Level 2 or equivalent).
- Experience delivering pre-school or early years physical activity programmes.
- Proven experience leading or supervising a team.
- Experience planning and delivering structured sessions or programmes.
- Experience working with children in a safe, inclusive environment.

Desirable

- Higher level gymnastics coaching qualification.
- Early Years qualification or relevant childcare experience.
- Experience managing or coordinating holiday camps or similar programmes.
- First Aid and safeguarding qualifications (or willingness to obtain).

Knowledge & Skills

Essential

- Strong understanding of early years development and age appropriate coaching practices.
- Knowledge of safe coaching practices, safeguarding, and risk management.
- Ability to plan progressive, engaging, and structured sessions.
- Excellent communication and interpersonal skills, particularly with parents and young children.
- Strong organisational and time management skills.
- Ability to motivate, develop, and support others.
- Competent administrative and record keeping skills.

Desirable

- Knowledge of gymnastics award schemes and progression frameworks.
- Experience using membership or scheduling systems.
- Understanding of customer experience and retention strategies.

Personal Attributes

Essential

- Enthusiastic, energetic, and passionate about working with young children.
- Positive, professional, and approachable at all times.
- Self-motivated with the ability to use initiative.
- Strong leadership presence with the ability to inspire and engage others.
- Adaptable and solution focused in a fast paced environment.
- Committed to continuous personal and professional development.
- Strong team player who contributes positively to club culture.
- Demonstrates empathy, patience, and a nurturing approach.
- A clear commitment to safeguarding and promoting the welfare of children.

Desirable

- Creative and innovative approach to programme development.
- High level of emotional intelligence and resilience.

Leadership & Management Expectations

- Ability to lead, manage, and develop a team to achieve high standards.
- Confidence in setting expectations and maintaining accountability.
- Ability to provide constructive feedback and support performance improvement.
- Strong collaborative approach with colleagues and wider club stakeholders.

Other Requirements

- Flexibility to work evenings, weekends, and holiday periods as required.
- Willingness to undertake relevant training and CPD.
- Satisfactory enhanced DBS check (or willingness to obtain).
- Commitment to upholding the values and reputation of Basingstoke Gymnastics Club.