

## COACH

### Job Description and Person Specification

**Job Title:** Coach

**Responsible to:** Programme Managers

**Responsible for:** N/a

**Salary range:**

Notts County FC Football in the Community: (FITC)

Our aim is to provide high quality, accessible, life changing opportunities through sport and physical activity, improving people's health, education, confidence and skills, increasing positive behaviours and bringing enjoyment to the people we work with. To use the power and strength of both Notts County Football Club and sport to engage with the local community.

FITC also manage and operate the Portland Centre, a Nottingham-based community leisure centre based on Muskham Street in the Meadows. With it's swimming pool, sports hall, gym, courts and wider sporting facilities, the Portland Centre is a stone's throw from Notts County FC's Meadow Lane ground, and easily accessible to customers/people who live locally. Operating Portland Centre allows Football in the Community the opportunity to serve the local community better. Using the centre as a hub for our programme delivery ensures that people from the Meadows and wider Nottingham community can benefit from using Portland Centre and our support and expertise on a regular basis. In addition, regular centre members can take satisfaction from the fact that their membership fee goes back into supporting our vital projects. It's a leisure membership that's good for the heart, AND the soul!

***Role purpose:***

Reporting to the respective Project Managers, you will co-ordinate and further develop a range of projects and initiatives delivered by the Community Programme. To increase both the quality and quantity of sporting opportunities in the local community in line with the aims, objectives and outcomes specified. We are looking for a coach to work on all of our S.H.I.N.E. projects. The right person would be responsible for leading on, assisting and planning activities for our participants to enjoy.



### **Key Accountabilities & Responsibilities:**

- To lead and assist in coaching activities to ensure high quality delivery that meets the projects aims and objectives.
- Identify opportunities for personal and team development. Be responsible for your individual personal development.
- To engage, inspire and empower all FITC stakeholders.
- To develop and deliver comprehensive session, activities and programmes across FITC
- To represent FITC, when required, at internal and external meeting including sharing good practice, celebration events etc.
- Having flexibility in working arrangements and the allocations of duties to reflect the changing role and responsibilities of FITC.
- Delivering high quality sport programmes and school-based sessions as organized by the schools and coaching manager.
- Always represent Notts County Football in the Community in a manner with respect to attitude, work ethic, appearance, conduct and personal hygiene.
- To undertake any other duties and responsibilities required to, commensurate with the grade and level of responsibility for the post.
- Ensure safeguarding is embedded within the Organisation
- Promote the activities of FITC
- To support the delivery of other key areas of the business as required.

### **General Duties**

- To attend and contribute to regular staff meetings
- To participate in the all staff FITC appraisal and supervision process
- To follow by FITC policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Football in the Community at all times
- To undertake any other duties that may be required as deemed appropriate

Football in the Community (FITC) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of FITC must ensure that:

- They recognise the position of trust they have by working for FITC
- Their behaviour is always appropriate
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs and suspicions of abuse
- In every respect, the relationship they form with children and adults are appropriate

### **PERSON SPECIFICATION**



Title: Coach

Responsible to:

Essential	Desirable
<ul style="list-style-type: none"> <li>• Previous experience of working with young people / children in a similar role</li> <li>• FA Coaching qualifications.</li> <li>• Level 3 AFPE (or willing to work towards)</li> <li>• FA Safeguarding Children Certificate</li> <li>• FA First Aid (IFAI) Certificate</li> <li>• DBS check undertaken</li> <li>• Full UK Driving License</li> <li>• Ability to represent NCFITC and communicate with all potential contacts</li> <li>• Flexibility to work outside of normal working hours e.g evening &amp; weekends to meet the need of the community</li> <li>• High levels of communication skills, both oral and written.</li> <li>• Personable and enthusiastic with a strong work ethic.</li> <li>• Good team player who can work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of coaching within a Football in the Community setting</li> <li>• Multi-skill Development in sport level 2</li> <li>• FA Mentoring Adults</li> <li>• Computer skills (in particular Word/ Excel/ Access).</li> <li>• Youth Work qualification</li> </ul>

***Our package includes***

- Competitive salary
- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution (upon successful completion of probation)
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to a mental Health specialist
- Access to season tickets to Notts County Football Club
- Personal growth is a key and we invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.