

**JOB DESCRIPTION AND PERSON SPECIFICATION**

|                         |                              |
|-------------------------|------------------------------|
| <b>JOB TITLE:</b>       | Community Coach              |
| <b>RESPONSIBLE TO:</b>  | Area Development Coordinator |
| <b>RESPONSIBLE FOR:</b> | N/A                          |

**JOB SUMMARY:**

To plan, deliver and monitor high quality coaching programmes in sports venues and community venues throughout Tyneside and Northumberland, to increase participation among players of all abilities and genders.

**MAIN DUTIES:**

Direct or Indirect responsibility

| Duties/Responsibilities  | D/I |
|--|-----|
| <ul style="list-style-type: none"> <li>• Maintain a high standard of delivery for all programmes, adhering to the Foundation’s quality assurance framework</li> </ul>  | D   |
| <ul style="list-style-type: none"> <li>• Plan, deliver and evaluate all coaching sessions for girls, boys and disabled players</li> </ul>  | D   |
| <ul style="list-style-type: none"> <li>• Ensure registration and monitoring information is collected and data entry completed as required to meet quality management standards and deadlines.</li> </ul>   | D   |
| <ul style="list-style-type: none"> <li>• Ensure the appropriate supervision and safeguarding of participants, following Foundation policies and procedures.</li> </ul>   | D   |
| <ul style="list-style-type: none"> <li>• Ensure that risks associated with programmes are effectively managed by following Foundation policies and procedures</li> </ul>   | D   |
| <ul style="list-style-type: none"> <li>• Ensure the protection and safeguarding staff, volunteers, contractors and the general public</li> </ul>   | D   |
| <ul style="list-style-type: none"> <li>• Regularly identify and share good news stories with the Communications Manager</li> </ul>   | D   |
| <ul style="list-style-type: none"> <li>• Participate in a wide range of community events and activities as required</li> </ul>   | D   |
| <ul style="list-style-type: none"> <li>• Commit to keeping relevant qualifications and certificates up to date and identify opportunities to enhance personal skills and knowledge and attend agreed informal and formal learning activities.</li> </ul> | D   |
| <ul style="list-style-type: none"> <li>• Present a professional image of Newcastle United Foundation at all times, wearing officially branded kit when appropriate.</li> </ul>   | D   |
| <ul style="list-style-type: none"> <li>• When required supervise community coaches, students and/or volunteers</li> </ul>  | D   |

## PERSON SPECIFICATION

Essential or Desirable Requirement

| Qualification/Education   | E                | D |
|---|------------------|---|
| <ul style="list-style-type: none"> <li>FA Level 2</li> <li>Apfe (or willing to work towards)</li> <li>Valid Emergency First Aid Award</li> <li>Valid Safeguarding Award</li> <li>Sports related degree</li> </ul> | E<br>E<br>E<br>E | D |

| Experience  | E      | D |
|---|--------|---|
| <ul style="list-style-type: none"> <li>Delivering community football programmes in a paid or voluntary capacity</li> <li>Delivering school sport and PE</li> <li>Planning and reviewing sessions and data collection</li> </ul> | E<br>E | D |

| Specialist Training  | E | D |
|--|---|---|
| <ul style="list-style-type: none"> <li>Member of FA licenced coaches club</li> </ul> | E |   |

| Aptitude or Skill   | E | D |
|---|---|---|
| <ul style="list-style-type: none"> <li>Good knowledge of long-term play development</li> <li>Knowledge of PE Curriculum</li> <li>Excellent IT Skills</li> <li>Excellent communication skills</li> <li>Ability to motivate and inspire others</li> <li>Able to deliver active sessions and classroom-based activities</li> </ul> |   |   |

| Personal Characteristics   | E | D |
|--|---|---|
| <ul style="list-style-type: none"> <li>Commitment to the mission, aims and values of the Foundation</li> <li>Passion for community football and school sport</li> <li>Desire to maintain up to date qualifications and practise</li> <li>An understanding of and commitment to equality and diversity</li> <li>Commitment to reflective practise</li> <li>Able to use own transport</li> </ul> | E |   |

## Special Terms

| Special Conditions   |
|--|
| 35 hours per week including up to 3 evenings per week.<br>This role is subject to an Enhanced DBS check.   |
| <b>Working in different locations</b><br>Community Coaches are deployed to schools and community venues in and around Newcastle, Gateshead, Northumberland and North Tyneside. |

*In addition to these functions, employees are required to carry out such other duties as may reasonably be required.*

#### **GENERAL STATEMENT**

All employees of the Foundation must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

#### **SAFEGUARDING & WELFARE STATEMENT**

The Foundation is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

If a role requires a CRC at Standard or Enhanced level (which may include checks against the Barred List), it is exempt from the Rehabilitation of Offenders Act (1974). Therefore all convictions, including all spent convictions that may not be subject to filtering by the disclosure should be declared on the documents provided as part of the recruitment process.

#### **EQUALITY STATEMENT**

The Foundation is also committed to equality and diversity and believes in equal opportunities for all. We require all staff, volunteers and others associated with the Foundation to share and endorse this commitment.

You are required to ensure a positive attitude towards equality and diversity at all times. You must ensure that you treat others fairly and with respect. Your behaviour must align to the principles of equality as outlined in the Foundations equality policy. You must not commit any form of direct or indirect discrimination, victimisation or harassment of any description and must promote positive working relationships between all internal and external stakeholders.

#### **DECLARATION**

I acknowledge receipt of this job description. I have read, understood and agreed the terms outlined above. I understand that I must adhere to the requirements of this role for the duration of my employment. I further acknowledge and understand that the requirements of this role will change and evolve over time and that I must adhere to the requirements of the role as they apply from time to time. I also acknowledge and agree that I may be issued with an alternative job description to reflect my role as it changes over the course of my employment.

Following an offer, and acceptance, of employment I acknowledge and agree that I may be added to one or many of the different software system providers that the Foundation uses (which may change from time to time) in order to administer my employment, to facilitate my role and my employee benefits and for the purposes of effective communications.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LM Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_