

# VACANCY – JOIN OUR TEAM



Do you have a NGB Level 2 coaching qualification? Would you like to make a difference in your local community? Are you passionate about sport and its ability to positively impact people's lives?

Stevenage FC Foundation is seeking highly motivated, responsible and committed individuals to work within its expanding community programme.

The Foundation is looking to add a multi-sport community coach to support and deliver on a number of projects including holiday camps, match day packages, community programmes including Premier League Kicks & Girls, and in particular the schools programme & extra-curricular activities.

**Job Title:** Part Time Multi-Sport Community Coach

**Reports To:** Head of Education & School Sport and/or Community Engagement Manager

**Location:** Various locations across Stevenage and Hertfordshire

**Contract:** 20-25 Hours Per Week. Due to the nature of the post some evening and weekend work will be necessary

**Salary:** Competitive salary, dependant on experience and qualifications. Minimum contracted hours paid at standard rate, with additional coaching hours paid at enhanced rate dependant on qualifications

## **Job Purpose:**

To deliver high quality school & community based coaching for all ages in Stevenage and surrounding area, enabling individuals to develop their abilities to their potential and enjoy physical activity which will encourage them to sustain activity levels. Provide support to the Senior Team to deliver funded projects across the Foundation.

The candidate must have a good in-depth knowledge of the school curriculum and school sport. Previous experience of delivering within a school environment is essential and delivering sports coaching in a wide range of settings, including schools, sports centres and in varied community work for young people aged 3-16 years old is desirable. We would also expect the candidate to have a number of other sports coaching qualifications and be computer literate.

## **Benefits:**

As part of your involvement with Stevenage FC Foundation the following benefits are available to staff:

- Stevenage FC staff kit & equipment provided
- Free ticket to every Stevenage FC home game
- Access to bespoke CPD from our partners including Stevenage FC Academy, Premier League, English Football League Trust, The FA, Professional Footballers Association and other key partners
- Opportunities to work match days at Stevenage FC
- A pension scheme is available for eligible applicants

## **Are You Eligible:**

To be eligible for shortlisting a candidate must have a National Governing Body Level 2 in Coaching qualification, which includes up to date Safeguarding and Emergency Aid certificate.

This isn't a 9:00am-5:00pm job, so commitment, passion and a love of knowing that you will be making a difference is going to be vital to your success within this role. The successful applicant will need to be available to both midweek and also for regular evening and weekend work.

All eligible candidates must have a full UK driving licence.

## **How To Apply:**

If you meet the essential criteria (as a minimum) and are interested in applying, please complete the attached application form\* and send along with your CV and a covering letter addressed to Joe Goude either by email [joe@stevenagefc.com](mailto:joe@stevenagefc.com) or post, marked "Private & Confidential", to: Joe Goude, Head of Foundation, Stevenage FC Foundation, The Lamex Stadium, Broadhall Way, Stevenage, SG2 8RH.

***\*Please note that applications received without a completed application form will not be accepted.***

Closing date for applications – **Ongoing**

Successful applicants will be required to take part in a practical and sit-down interview.

Please note that the job will be subject to satisfactory references and enhanced DBS checks. Stevenage FC Foundation is an Equal Opportunities employer and welcomes applications from all sections of the community.

# JOB DESCRIPTION



POST DETAILS:	
<b>Job Title:</b>	Part Time Multi-Sport Community Coach
<b>Reporting To:</b>	Senior Team
<b>Location:</b>	Based at Stevenage FC Foundation office, The Lamex Stadium, Broadhall Way, Stevenage, SG2 8RH
<b>Hours</b>	20-25 Hours Per Week. Due to the nature of the post some evening and weekend work will be necessary
<b>Primary Job Purpose:</b>	To deliver high quality school & community-based coaching and teaching for all ages in Stevenage and surrounding area, enabling individuals to develop their abilities to their potential and enjoy physical activity.
<b>Salary:</b>	Competitive salary, dependant on experience and qualifications. Minimum contracted hours paid at standard rate, with additional coaching hours paid at enhanced rate dependant on qualifications

DUTIES & RESPONSIBILITIES:
<p>Note: The particular duties and responsibilities attached to this post may vary from time to time without changing the general character of the duties or the level of responsibility entailed</p> <ul style="list-style-type: none"><li>• Deliver high quality PE and sport within schools with a focus on up-skilling teaching and support staff to provide a lasting legacy and ensure that schools are confident and comfortable in providing young people with high quality PE and school sport provision.</li><li>• Deliver a number of curriculum based projects that are focussed around other strands of the national curriculum, including numeracy and literacy, PSHE, attainment and enrichment programmes using the power of the professional football club and brand to engage young people</li><li>• Delivering extra-curricular coaching sessions in school settings – these may include breakfast clubs, lesson time delivery, lunchtime clubs, after school clubs,</li><li>• Delivering a variety of community-based football and physical activity sessions and supporting the delivery of key projects including Soccer Camps, Pay &amp; Play, Match Day Activities, Premier League Girls, Premier League Kicks, Inclusive Sport, Early Years Provision, Futsal, Over 50's and more</li><li>• Ensuring that all paperwork for sessions including registers, payments, session plans and registration forms are up to date and processed correctly using appropriate systems</li><li>• Working with less experienced coaches and apprentices to and support their professional development</li><li>• Previous experience of delivering within a school environment is essential and delivering sports coaching in a wide range of settings, including schools, sports centres and in varied community work for young people aged 3- 16 years old is desirable.</li><li>• Champion best practice linked to the Foundation's policies and procedures, particularly Safeguarding, Equality &amp; Diversity and Health &amp; Safety to provide the best environment for participants.</li><li>• We would also expect the candidate to have a number of other sports coaching qualifications and be computer literate.</li><li>• To be an advocate for best practice and to promote the messages of the Stevenage FC Foundation, English Football League Trust, Premier League Communities and other partners</li></ul> <p>Carrying out such other duties as may be reasonably requested by the line manager, or a Director Compliance with the Company's Code of Conduct and policies contained within the Employee Handbook Compliance with Health and Safety policies and regulations</p>

<b>PERSON SPECIFICATION:</b>		
<b>Education/Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
NGB Level 2 sports qualification	✓	
In date Safeguarding certificate (or willingness to update ASAP)	✓	
In date First Aid certificate (or willingness to update ASAP)	✓	
GCSEs in English and Maths of a Grade C or above	✓	
Herts Sports Partnership CoachMark		✓
A-levels (or equivalent) / NVQ or Degree qualification		✓
Multi Skills Level 2 coaching award		✓
FA Coaching Football Qualification		✓
NGB Level 3 sports qualification		✓
<b>Knowledge &amp; Experience</b>	<b>Essential</b>	<b>Desirable</b>
Ability to educate and inspire children and young adults to take part in physical activities in and out of the school settings	✓	
Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice	✓	
Ability to work with partner organisations to produce development plans and deliver programmes	✓	
Examples of self-motivation and the ability to work on own initiative	✓	
Working in a professional environment	✓	
Experience of health and safety and/or welfare and safeguarding policies and procedures	✓	
Knowledge of National Curriculum at KS1 and KS2		✓
Knowledge of the FA and English Football League Trust's Football Development programme and its strategic aims		✓
Knowledge of Stevenage and its surrounding areas		✓
Experience delivering projects and events		✓
Teaching experience in sport		✓
Working within a professional football club environment		✓
Experience of managing and working with budgets		✓
Experience of social network mechanisms including websites		✓
Practical experience of managing information operating systems, including monitoring, evaluation and quality assurance frameworks		✓
<b>Equalities</b>	<b>Essential</b>	<b>Desirable</b>
Ability to work in a non-discriminatory manner, in accordance with the Stevenage FC Foundation's Equality & Diversity Policy	✓	

<b>Skills &amp; Competencies</b>	<b>Essential</b>	<b>Desirable</b>
Ability to communicate with all potential contacts (staff, managers, public of all ages) whilst presenting a professional image	✓	
Ability to deliver effective and safe activities which takes into account of client needs	✓	
Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook	✓	
Ability to engage with people from all backgrounds	✓	
Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community	✓	
Must be willing to wear a uniform appropriate to their duties	✓	
Hold a full UK driving license and have access to own transport	✓	
Be willing to undertake an Enhanced Disclosure and Barring Service (DBS) check	✓	
<b>Other Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Professional and approachable	✓	
Ability to work on own initiative and under pressure	✓	
Be self-driven and motivated with the desire to make a real difference to peoples' lives within the local community	✓	
A dynamic, hardworking and enthusiastic individual	✓	
Excellent communication skills including written, telephone and interpersonal	✓	
Proactive decision maker	✓	
Takes responsibility for ensuring a high quality of work	✓	
Demonstrates enthusiasm and is personally committed to achieving agreed objectives	✓	
Is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
Displays a high level of confidentiality	✓	
Meticulous attention to detail	✓	
Flexibility and willingness to learn	✓	