



## Job Description

<b>Job Title: Football &amp; Sports Participation Coach</b>	
<b>Location:</b> The Broadfield Stadium, Crawley	<b>Reports To:</b> Football & Sports Participation Manager
<b>Salary:</b>	<b>£25,400 - £27,500 per annum (40 hours/week)</b>

### JOB SUMMARY

To assist in the delivery of high-quality football and sports coaching sessions within our schools, focussing on PPA, Lunchtime Clubs; After-School Clubs and supporting when required, with the PLCF funded Premier League Primary Stars programme.

This role provides front-line representation of the Foundation. As such, it requires the post-holder to possess the highest standards of presentation and to uphold the Foundations values at all times.

### KEY PERFORMANCE INDICATORS

- Maintaining and growing participation levels within allocated sessions.
- Building and growing relationships with local stakeholders.
- Short & Medium-Term planning across the academic year.
- Support with the recruitment of new partner schools.
- Signposting of participants across Foundation programmes.

### KEY DUTIES & RESPONSIBILITIES

- Creating and developing relationships with local schools and participants.
- Maintaining the welfare and safeguarding of children and young people.
- Producing session plans and schemes of work session delivery, ensuring the learning is age appropriate and of high quality.
- Undertaking administrative duties such as collecting and recording participant information.
- Working closely within the Foundation implementing a strategy to grow the Football and Sports Participation programme, which includes:
  - Liaising with Line Manager and agreeing KPIs.
  - Attending relevant meetings (internally and externally).
  - Attending continuous professional development events, where necessary; and
  - Creating effective working relationships with stakeholders and colleagues.
- Ensuring programmes are delivered to a high standard and incorporate relevant safeguarding and health and safety procedures, including:
  - Creating risk assessments for all sessions, within remit.
  - Providing ongoing advice and support to sessional coaches and volunteers working within Football and Sports Participation.

- Adhering to the Health and Safety at Work Act 1974 and any related legislation; and
- Promoting the Foundation's policies, rules and procedures on health and safety.
- Working with the Football and Sports Participation Manager to plan, deliver and review the School Sports programme, including:
  - Meeting regularly to ensure projects are on track and meet KPIs set by manager.
  - Working collaboratively with coaches to plan lessons and share resources; and
  - Delivery of the programme in local schools.

The Foundation reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Foundation's business.

### **ADDITIONAL DUTIES & RESPONSIBILITIES**

- To maintain standards in line with the requirements of the role and any Foundation policies and procedures in place.
- To undertake any other duties and responsibilities as may be determined from time to time.
- To work additional hours as the requirements of the job demand.
- To comply with equal opportunities legislation and be pro-active in challenging prejudice, discrimination and stereotyping.
- To adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.

## **Person Specification**

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### **QUALIFICATIONS**

#### **Essential:**

- University Educated or previous experience in a similar role.
- FA Level 1 Football Coach.
- Emergency First Aid and Safeguarding Children Certificates.
- Enhanced DBS Certificate (or ability to complete)

#### **Desirable:**

- FA Level 2 or higher
- FA Youth Module 1, 2 & 3, plus Youth Award.
- Multi-Skills.

### **KNOWLEDGE & EXPERIENCE**

- Planning and delivering football coaching in school settings.
- Marketing with the aim of increasing sports participation.
- Using a range of strategies to engage with various groups of learners.
- Understanding of safeguarding issues.
- Proficient in the use of Office 365 software.
- Experience of delivering versatile coaching sessions to targeted groups of participants
- Experience of working with SEND children.

## KEY SKILLS

- Excellent organisational skills.
- Excellent communication and presentation skills.
- Outstanding customer service and sales skills.
- Ability to work without supervision.
- Possess role model behaviour.
- Work well within a team.
- Flexible and positive attitude.
- Focus driven (to raise the quality of and participation within Sports Development Sessions).
- Excellent time management and communication skills.

## PERSONAL ATTRIBUTES

- Appreciation of and commitment to the Foundation's vision, missions, aims and objectives.
- Determination to encourage the highest learning experience for all participants.
- Highly motivated and enthusiastic.
- Commitment to continuous professional development.
- Innovative and efficient.

### Safeguarding Statement

Crawley Town Community Foundation is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

### Equality Statement

Crawley Town Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

Job Description last reviewed:	12 <sup>th</sup> March 2025
Reviewed by:	D.Ford (Head of Foundation)