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The Albion Foundation

Adult Sports Coach - Job Description

Job Title:	Adult Sports Coordinator
Reports to:	Head of Wellbeing
Contract Term:	You will have a standard working week of a minimum of 37.5 hours, excluding meal breaks of 1 hour daily. You will be required to work outside of normal office hours, at evenings, weekends and on bank holidays and on public holidays. E.g. Monday – Thursday 10am – 6pm, Friday mornings and Saturday mornings.
Salary Band:	
Salary:	£20,000-£23,999
Job Purpose	
<p>To coordinate and promote sessions for adult members of our community.</p> <p>This is to include, planning, monitoring and evaluation of sessions and activities. Maintain and enhance the quality of the provision.</p> <p>The successful candidate will implement a mix of new and existing programmes, working primarily with adults, and leading on programmes to support employability, wellbeing, and walking football.</p>	
Key Responsibilities	
<ul style="list-style-type: none">• To lead on the management of adult sports delivery.• Ensuring objectives are met within specific projects as requested by the Head of Wellbeing.• To promote and run the adult programme.• To ensure that the adult programme is aligned to and runs within the remit of funders.• To support and deliver disability sport and multi-sport sessions to a range of local schools, clubs and organisations whilst promoting The Albion Foundation within the Community.• Deliver walking football, and wellbeing Football sessions for WBA and attend League fixtures.• Delivery of sessions during weekends and school holidays (potentially in partnership with other organisations)• Working closely and building relationships with not only participants but their families.• Perform administration duties to support programmes, for example updating VIEWS with attendance information, distribution of information to schools and other organisations.• Ensure all sessions are delivered in accordance with National Governing Body guidelines.• Ensure all provision is delivered in a safe environment and all safeguarding regulations are followed.• Ensure all equipment is prepared and suitable for each session, this includes first aid kits.• Promote a positive and professional image at all times.• Liaise with parents/carers, schools and teachers and other outside agencies.• Developing and strengthening links with schools and organisations that fall within the Wellbeing programme.• To motivate and mentor other team members• Developing your personal knowledge for the benefit of both yourself and The Albion Foundation.• Proactively promoting the Wellbeing Programme to ensure it is maintained and enhanced over time.• Complying with the company policy requirements for Equal opportunities, Racial Equality, Sex Discrimination and Disability.	

- Such other duties as may be appropriate to achieve the objectives of the post to assist the company in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
- To at all times represent The Albion Foundation and West Bromwich Albion Football Club in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
- To be able to work flexible and unsociable hours where the role of the job requires.
- Any other duties deemed appropriate by Head of Wellbeing.

The Albion Foundation Adult Sports Coach - Person Specification



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Qualifications	Essential	Desirable	Measured
Degree/A Levels or equivalent		✓	Application
2 x NGB Coaching Certificate with one being at least level 2	✓		Application
FA level 1 in Coaching Football	✓		Application
FA Level 2 in Coaching Football		✓	Application
Qualifications in any other sport		✓	Application
FA Coaching Disabled Footballers Award		✓	Application
FA Youth Module 1		✓	Application
FA Emergency Aid or equivalent	✓		Application
1st 4 Sport Level 2 Certificate in Coaching Wheelchair Basketball		✓	Application
AFPE Level 3 PESS		✓	Application
WFA Coaching Award		✓	Application
Coaching Blind Footballers		✓	Application
Mental Health First aid		✓	
Knowledge			
Knowledge of Disability Sport		✓	Interview
Knowledge of works programmes		✓	Interview

Understanding of Mental health		✓	Interview
Understanding of child protection and health and safety	✓		Interview
Skills			
Able to communicate effectively with a range of people	✓		Interview/practical
Able to work in both a team and independently	✓		Interview
Able to adapt coaching sessions to participants	✓		Interview/practical
Able to encourage motivate and enthuse people to participate in football	✓		Interview/practical
Excellent planning and organisational skills	✓		Interview
Basic IT skills to include Microsoft Office products	✓		Application/interview
Experience			
A minimum of 2 years coaching experience		✓	Application/interview
Experience of evaluating the effectiveness of coaching sessions and programmes	✓		Application/interview
Commitment to development and willingness to undertake training where necessary	✓		Application/interview
Personal			
Ability to work efficiently on own initiative and maintain a high standard of work	✓		Application/interview
A flexible attitude to working and willing to work evenings and weekends including matchdays	✓		Application/reference
Hold a valid driving licence and have access to own transport	✓		Application
Reliable and dependable	✓		Reference