

The Albion Foundation

Community Coach - Job Description



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Job Title:	Active Lifestyles Community Coach
Reports to:	Head of Active Lifestyles
Contract Term:	Fixed Term Contract – 12 months. You will have a standard working week 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:	5
Salary:	£20,319 - £22,249
Job Purpose	
<p>To support the delivery of positive, high quality, structured primary school PE, sports delivery and football coaching within the sports development department.</p> <p>To assist the, planning, delivery, monitoring and evaluation of sessions and activities.</p>	
Key Duties	
<ul style="list-style-type: none"> • To support with the delivery of the One School Sport Offer, PDC/PDA and Football Development projects in line Albion Foundation's high-quality standards and framework. • Dependent upon skills and experience, successful candidates may be also required to delivery in our disability school and football sessions. • Contribute to ensuring all provision is delivered in a safe environment and all safeguarding and first aid regulations are adhered by reporting issues to the session lead. • Ensure all sessions are run within safeguarding requirements, programmes, policies, and procedures to create safe environments for all participants. • Ensure that any issues with equipment and first aid kits are reported to the lead staff. • Assist the completion of the necessary monitoring requirements including attendance registers and participant data capture and Views. • Proactively engage with participants, parents, partners and facility staff. • Promote a positive and professional image at all times including appearance and punctuality etc. • Have an understanding of Albion Foundation projects and encourage additional participation. • Attend performance reviews and training as requested. • Any other duties deemed appropriate by line manager or equivalent. • Maintain a commitment to CPD in line with Senior Management expectations. 	

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Community Coach - Person Specification



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Education/Qualifications	Essential	Desirable	Measured
Degree/A Levels or equivalent		✓	Application
Minimum Level 2 Qualification in any other sport	✓		Application
UEFA B/ Level 3		✓	Application
FA Emergency Aid or equivalent	✓		Application
FA Safeguarding qualification or equivalent	✓		Application
In date DBS	✓		Application
Knowledge and Experience			
Knowledge of local communities and demographics		✓	Interview
Understanding of safeguarding and health and safety	✓		Interview
Understanding of prevent and characteristics of targeted groups		✓	Interview
Understanding of PE and school sport and the National Curriculum	✓		Application
Experience of working with young people		✓	Application/interview
Experience of working in a PE and school sport setting	✓		Application
Experience of working with disability groups, or young people whom may pose challenging behaviours		✓	Application/interview
Experience of evaluating the effectiveness sessions and programmes		✓	Application/interview
Commitment to development and willingness to undertake training where necessary	✓		Application/interview
Skills and abilities			
Able to communicate effectively with a range of people	✓		Interview/practical
Able to work in both a team and independently	✓		Interview
Able to adapt sessions to participants	✓		Interview/practical

Able to encourage motivate and enthuse young people to participate in football	✓		Interview/practical
Excellent planning and organisational skills		✓	Interview
Basic IT skills to include Microsoft Office products		✓	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
A commitment to the principles of equality and diversity	✓		Application/interview
Reliable and dependable	✓		Reference