

## Football Development Boys MJPL Lead or Support Coach – Job Description

The Albion Foundation is the official charity partner of West Bromwich Albion Football Club.

A Proud Albion Family, Engaged, Inspired and Achieving its Potential.

Making a measurable difference in the heart of our community.

We Care About Making a Difference.

Diversity is important to us; Growing, Maintaining and Promoting a diverse team is top priority for us. We encourage applications from a diverse range of suitably qualified candidates and would encourage Sandwell residents to apply.

<b>Job Title:</b>	Football Development Boys MJPL Lead or Support Coach
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<b>Reports to:</b>	Football Development Manager
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<b>Contract term:</b>	Casual 0-hour contract
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<b>Department:</b>	Active Lifestyles
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<b>Salary:</b>	£17p/h Lead or £11p/h Support
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### Job purpose:

To support the delivery of positive, high quality, structured, youth-based activities within the Active Lifestyles department in particular the MJPL Programme. To assist the planning, delivery, monitoring and evaluation of sessions and activities.

### Key responsibilities:

- To support the delivery of Football Development projects such as the MJPL Programme. You may be asked to contribute to any other Active Lifestyles projects in line Albion Foundation's high-quality standards and framework.
- Contribute to ensuring all provision is delivered in a safe environment and all first aid regulations are adhered by reporting issues to the session lead.
- Ensure that all safeguarding regulations are adhered to, all safeguarding concerns and incidents are to be reported to session lead and designated safeguarding lead.
- Ensure that any issues with equipment and first aid kits are reported to the lead staff/Coordinators of the programmes.
- Assist the completion of the necessary monitoring requirements including attendance registers and participant data capture.
- 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.



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- Attend performance reviews and CPD training as requested.
- Any other duties deemed appropriate by line manager or equivalent.

**For all Albion Foundation staff**

- Promote a positive and professional image at all times including appearance and punctuality.
- Have an understanding of the Albion Foundation departments and projects and encourage additional participation.
- Attend performance reviews, staff meetings and training as requested.
- Any other duties deemed appropriate by line manager or equivalent.

**Football Development Boys MJPL Lead or Support – Person Specification**

<b>Education &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured</b>
Degree/A Levels or equivalent		✓	Application
Minimum Level 2 Qualification in any other sport	✓		Application
UEFA B/ Level 3 or working towards	✓		Application
FA Emergency Aid or equivalent and Safeguarding	✓		Application
In date enhanced DBS (update service)	✓		Application
<b>Knowledge &amp; Experience</b>			
Knowledge of local communities and demographics		✓	Interview
Understanding of child protection 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 a minimum of 2 years working in a Football or sport setting	✓		Application
Experience of working with young people who 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
<b>Skills &amp; Abilities</b>			



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Able to communicate effectively with a range of people and age groups	✓		Interview/Practical
Able to work in both a team and independently	✓		Interview
Able to adapt sessions to participants to suit their talent and age group	✓		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
<b>Personal</b>			
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
<b>Equality &amp; Diversity</b>			
Must be able to recognise discrimination in its many forms and adhere to Foundation's Equality policies	✓		Interview
Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	✓		Interview
<b>Additional information</b>			
This job description aims to provide a guide to the main roles and responsibilities involved in the post at the date that it is drawn up; it does not provide an exhaustive list.			

TAF (The Albion Foundation) changes to meet the demands of customers and stakeholders, therefore duties included in the role may change and job descriptions will be reviewed and updated accordingly. Employees are expected to be adaptable and employ a flexible approach to their work.

**All staff are expected to:**

- Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct.
- Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults.
- Conform to TAF's Equality and Diversity policy and championing improvements.
- Attend and participate in INSET/training days and continually commit to build on your personal Continual Professional Development.