

# The Albion Foundation

## Sports Development Community Coach – Job Specification

### 24 hour per week Contract - £16,000 (Pro Rata)



**Purpose:** To deliver sports coaching sessions within the day to day sports development programme. This to include, planning, monitoring and evaluation of sessions and activities. Maintain and enhance the quality and support growth of the provision.

**Responsible to:** Sports Development Manager

#### Duties:

- To deliver PE and School Sport (Premier League Primary Stars) sessions in line with Ofsted framework and Albion Foundation’s high quality standards
- Perform administration duties to support programmes, for example updating VIEWS with attendance information, distribution of information to schools and other organisations.
- Develop grassroots football and evening centre activities by delivering coaching sessions in schools and community settings whilst strengthening links.
- 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.
- Any other duties deemed appropriate by Sports Development Manager or equivalent.

#### Person Specification

Area	Qualities	Essential	Desirable	Measured
<b>Qualifications</b>	Degree/A Levels or equivalent		✓	Application
	Level 2 in coaching football	✓		Application
	Minimum Level 1 Qualification in any other sport	✓		Application
	Coaching Disabled Footballers Award		✓	Application
	FA Youth Module 1	✓		Application
	FA Youth Module 2 and 3		✓	Application
	FA Emergency Aid and Safeguarding or equivalent	✓		Application
	AfPE Level 3 Award		✓	Application
<b>Knowledge</b>	Knowledge of FA development initiative		✓	Interview
	Understanding of child protection and health and safety	✓		Interview

<b>Skills</b>	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 young people to participate in football	✓		Interview/practical
	Excellent planning and organisational skills	✓		Interview
	Basic IT skills to include Microsoft Office products		✓	Application and interview
<b>Experience</b>	A minimum of 3 years coaching experience	✓		Application/Interview
	A minimum of 2 years PE delivery experience	✓		
	Experience of evaluating the effectiveness of coaching sessions and programmes	✓		Application/Interview
	Commitment to development and willingness to undertake training where necessary	✓		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