

Job Title

Community Coach Reports to: Community Manager

Type of Position

Full-Time Hours: 37.5 hours per week/As required including matchdays

Job Purpose

To work to help with delivery of the Community strategy for Peterborough United Foundation to ensure that all aspects and key themes are delivered to a high standard.

Job Overview

- The job holder will be responsible for delivering the key themes at the venues instructed.
- The job holder will be responsible for ensuring the continued delivery of the key themes.
- In addition to good management, organisational and administrative skills will be required to work closely and successfully with line manager and our senior management team.
- Be accountable for the standard of professionalism.
- Be accountable for monitoring and evaluation tasks.
- All employees must ensure thorough understanding of the Safeguarding Handbook and all of the policies and procedures within it.

Key Skills and Experience Required: ESSENTIAL

- Level 2 FA coaching certificate or another NGB qualification
- FA Coaching License
- Understanding and knowledge of the EFL Trust
- Experience of building relationships with key partners and knowledge of funding streams.
- Experience of coaching within a school/club environment
- To hold a current Safeguarding and protecting children certificate and Emergency First Aid Certificate
- Experience or knowledge of sports/youth development.
- Experience of working within a strategic environment.
- Good communication and interpersonal skills.
- Organisational and administrative skills.

Key Skills and Experience Required: DESIRABLE

- FA Youth Modules 1, 2 and 3.
- UEFA 'B' coaching certificate.
- Other NGB Coaching certificates.
- Level 3 Supporting the Delivery of PE and School Sport.
- BFAS First Aid Qualification.
- Knowledge and understanding of the FA and Football League rules relating to Community Development.
- Ability to work within a team effectively and efficiently.
- Experience of delivering sports sessions to a wide range of clients, including adults, children aged between 2 and 18 and people with disabilities.
- Deal with enquiries in an effective and courteous manner.

Key Responsibilities

- The main responsibility of the role is to lead in the delivery of high-quality sports sessions to mainly primary school age children from age 4 to 11.
- To ensure that the key themes are delivered to a high standard in accordance with the rules and regulations required within the industry.
- To support the Foundation in the development of the Community strategy.
- Take part in all available CPD opportunities to gain further knowledge and increase the high standards of delivery.

Major Objectives

- Activate and maintain relationships with primary schools and up sell additional sessions and programmes.
- To develop a network of key partners to support the programme with similar strategies to develop specific projects.
- To continue to gain knowledge of the running of the department.
- To develop internal relations with all departments at the football club to support the whole club philosophy.

Person Specification: ESSENTIAL

- Good communication skills.
- Hold a full clean driving license and have access to a vehicle to enable service delivery at different venues.
- Excellent IT skills including experience of utilising word, excel and outlook email.
- Development focussed.
- High professional standards.
- Good timekeeper with excellent organisational skills.
- Team player.
- Ability to deal with a diverse range of issues and people.
- Honesty.
- Flexibility.

Person Specification: DESIRABLE

- No job is unachievable.
- Be a strong problem solver.
- A positive and pro-active attitude.
- Smart appearance.
- Be a lifelong student of the game.