



PETERBOROUGH UNITED FOUNDATION

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Job Title: Premier League Primary Stars Lead Coach	Reports to: School Sports Manager
Type of Position: Full-Time	Hours: 37.5 hours per week/As required, possibly including matchdays
Job Purpose 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, mainly using the Premier League Primary Stars programme to achieve this.	

Job Overview <ul style="list-style-type: none"> • Lead sessions and Premier League Primary Stars project and support other staff • Complete data collection, report writing and evaluation • Assist in the promotion of the project and the recruitment of schools • The job holder will be responsible for delivering the key themes at the venues instructed. • 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, linking to successful project reporting. • All employees must ensure thorough understanding of the Safeguarding Handbook and all of the policies and procedures within it. • Support school sport programme by delivering PPA Cover, lunch and after-school clubs • Deliver wider Foundation programmes including health & wellbeing, disability, DPP and EPP sessions.
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Job Summary

Key Skills and Experience Required: ESSENTIAL Level 2 FA coaching certificate or another NGB qualification Level 3 Supporting the Delivery of PE and School Sport Experience of delivering sport and/or classroom sessions to Key Stage 1 and Key Stage 2 aged children using engaging and age-appropriate sessions that is inclusive for all abilities Experience of planning PE and school sport lessons and know how to differentiate content to meet the individual needs of pupils. FA Coaching License Understanding and knowledge of the PLCF and EFL Trust	Key Skills and Experience Required: DESIRABLE FA Youth Modules 1, 2 and 3 UEFA 'B' coaching certificate. Other NGB Coaching certificates Experience of delivering on Premier League Primary Stars BFAS First Aid Qualification Knowledge and understanding of the FA and Football League rules relating to Community Development. Experience of data collection, report writing and evaluating programmes. Experience of using the Views and/or Salesforce system.
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Full members of the Football Association. Associate Members of the English Football League Trust. Registered charity No 1132364



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Experience of building relationships with key partners and knowledge of funding streams and targets attached to the Premier League Primary Stars programme.

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.

Excellent communication and interpersonal skills.

Organisational and administrative skills.

Ability to quickly analyse problems, prioritise and organise workloads and make effective decisions.

Able to work on own initiative or with others on tasks with minimum supervision.

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.

Experience of working in a primary school setting.



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<p><u>Key Responsibilities</u></p> <p>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 focussing on the Premier League Primary Stars programme.</p> <p>Responsible for supporting the reporting of the initiative to the PLCF and maintaining of accurate records on Views/Salesforce</p> <p>To ensure that the key themes are delivered to a high standard in accordance with the rules and regulations required within the industry.</p> <p>To support the Foundation in the development of the community strategy.</p> <p>Take part in all available CPD opportunities to gain further knowledge and increase the high standards of delivery.</p>	<p><u>Major Objectives</u></p> <p>Activate and maintain relationships with primary schools and up sell additional sessions and programmes.</p> <p>To develop a network of key partners to support the programme with similar strategies to develop specific projects.</p> <p>To continue to gain knowledge of the running of the department.</p> <p>To develop internal relations with all departments at the football club to support the whole club philosophy.</p>
<p><u>Person Specification: ESSENTIAL</u></p> <p>Hold a full clean driving license and have access to a vehicle to enable service delivery at different venues.</p> <p>Good communication skills.</p> <p>Excellent IT skills including experience of utilising word, excel and outlook email.</p> <p>Development focussed.</p> <p>High professional standards.</p> <p>Good timekeeper with excellent organisational skills</p> <p>Team player.</p> <p>Ability to deal with a diverse range of issues and people.</p> <p>Honesty.</p> <p>Flexibility.</p>	<p><u>Person Specification: DESIRABLE</u></p> <p>No job is unachievable.</p> <p>Be a strong problem solver.</p> <p>A positive and pro-active attitude.</p> <p>Smart appearance.</p>

Signed: (Employee) Dated:
 Name: (please print in ink)



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Signed: (on behalf of PUF) Dated:

Name: www.theposhfoundation.com
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