



# PETERBOROUGH UNITED FOUNDATION

www.theposhfoundation.com

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<b>Job Title:</b> Premier League Kicks Lead Coach	<b>Reports to:</b> School Sports Manager
<b>Type of Position:</b> Full-Time	<b>Hours:</b> 37.5 hours per week. <b>This position requires regular evening work.</b>
<b>Job Purpose</b> 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, mainly using the Premier League Kicks programme to achieve this.	

<b>Job Overview</b> <ul style="list-style-type: none"> <li>• Lead sessions and Premier League Kicks project and support other staff</li> <li>• Complete data collection, report writing and evaluation</li> <li>• Assist in the promotion of the project and the recruitment of participants</li> <li>• The job holder will be responsible for delivering the key themes at the venues instructed.</li> <li>• Good management, organisational and administrative skills will be required to work closely and successfully with line manager and our senior management team.</li> <li>• Be accountable for the standard of professionalism.</li> <li>• Be accountable for monitoring and evaluation tasks, linking to successful project reporting.</li> <li>• All employees must ensure thorough understanding of the Safeguarding Handbook and all of the policies and procedures within it.</li> <li>• Support school sport programme by delivering PPA Cover, lunch and after-school clubs</li> <li>• Deliver wider Foundation programmes including health &amp; wellbeing, disability, DPP and EPP sessions.</li> </ul>
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## Job Summary

<b>Key Skills and Experience Required: ESSENTIAL</b>  Level 1 FA coaching certificate.  Experience of dealing with challenging young people.  Have the personality and social skills that enable you to engage young people and support them to make positive life choices.  Achieved GCSE Grade C (or equivalent) in English Language and Maths.  Experience of sports coaching within a school/club/community environment with participants aged between 8-18.  FA Coaching License.	<b>Key Skills and Experience Required: DESIRABLE</b>  Youth Work Qualification and/or experience of delivering positive activities in a school, sports or youth work environment.  Broad knowledge of social inclusion work  Level 2 FA coaching certificate (or higher) or another NGB qualification  FA Youth Modules 1, 2 and 3  Experience of delivering on Premier League Kicks  Knowledge of funding streams and targets attached to the Premier League Kicks programme.  Practical experience of managing and reporting information to stakeholders and of holding data safely and securely.
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Understanding and knowledge of the PLCF and EFL Trust.

Experience of building relationships with key partners and customers.

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.

Exceptional 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.

Deal with enquiries in an effective and courteous manner.

Experience of delivering sports sessions to a wide range of clients, including adults and people with disabilities.

BFAS First Aid Qualification.

Knowledge and understanding of the FA and Football League rules relating to Community Development.

Knowledge of Peterborough and the surrounding area.

Level 3 Supporting the Delivery of PE and School Sport

## Key Responsibilities

The main responsibility of the role is to lead in the delivery of high-quality sports sessions on the Premier League Kicks programme to young people aged between 8 and 18.

Assure the safeguarding and health and safety of young people, staff, volunteers and partners

To develop and manage relationships with key partners and stakeholders including schools, colleges, police, local authority, commercial and voluntary sector organisations.

## Major Objectives

Activate and maintain relationships with participants and venues and promote additional Foundation 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.



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Responsible for the reporting of the initiative to the PLCF and maintaining accurate records on Views system.

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 and promote the Foundation in the development of the community strategy, in a positive manner.

Take part in all available CPD opportunities to gain further knowledge and increase the high standards of delivery.

## Person Specification: ESSENTIAL

Excellent 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.



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