

PETERBOROUGH UNITED FOUNDATION

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.	

<p>Job Overview</p> <ul style="list-style-type: none"> • 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.

<p>Key Skills and Experience Required: ESSENTIAL</p> <p>Level 2 FA coaching certificate or another NGB qualification</p> <p>FA Coaching License</p> <p>Understanding and knowledge of the EFL Trust</p> <p>Experience of building relationships with key partners and knowledge of funding streams.</p> <p>Experience of coaching within a school/club environment</p> <p>To hold a current Safeguarding and protecting children certificate and Emergency First Aid Certificate</p> <p>Experience or knowledge of sports/youth development.</p> <p>Experience of working within a strategic environment.</p> <p>Good communication and interpersonal skills.</p> <p>Organisational and administrative skills.</p>	<p>Key Skills and Experience Required: DESIRABLE</p> <p>FA Youth Modules 1, 2 and 3</p> <p>UEFA 'B' coaching certificate.</p> <p>Other NGB Coaching certificates</p> <p>Level 3 Supporting the Delivery of PE and School Sport</p> <p>BFAS First Aid Qualification</p> <p>Knowledge and understanding of the FA and Football League rules relating to Community Development.</p>
---	---

<p>Ability to work within a team effectively and efficiently.</p> <p>Experience of delivering sports sessions to a wide range of clients, including adults, children aged between 2 and 18 and people with disabilities.</p> <p>Deal with enquiries in an effective and courteous manner.</p>	
---	--

<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 .</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>Good communication skills.</p> <p>Hold a full clean driving license and have access to a vehicle to enable service delivery at different venues.</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> <p>Be a lifelong student of the game.</p>
---	--

Signed: (Employee) Dated:

Name: (please print in ink)

Signed: (on behalf of PUF) Dated:

Name: (please print in ink)