ROTHERHAM UNITED COMMUNITY SPORTS TRUST

JOB APPLICATION FORM

COMMUNITY SPORTS COACH (LEAD)

Our Vision

To give the people from different backgrounds of Rotherham a chance to nurture and live up to their potential.

Our Mission Statement

To use our passion for sport and the influence of Rotherham United FC to ENGAGE, INSPIRE and DEVELOP the communities of Rotherham for a long-lasting impact on future generations.

Our Values

Passion: Our enthusiasm is infectious and we go that extra step to excel and meet the needs of our users.

Understanding: People and their lives are at the heart of everything we do. We listen to our users and seek to remove barriers to our activities.

Inclusivity: We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

Professionalism: We do all we can to exceed expectations and preform to the highest levels whilst respecting the people we serve and the organisation we represent.

Respect: We treat each other with the highest regard and seek to overcome barriers whilst delivering high quality activities.

Fun: Through new experiences and having fun we come together in everything we do.

JOB VACANCY

COMMUNITY SPORTS COACH (LEAD)

Job Title:	Community Sports Coach (LEAD)
Reports to:	Sports Participation Manager
Department:	Sports Participation
Salary:	Dependent on experience
Hours:	10-25 hours per week (although a full time role working across all departments could be available to the right candidate)
Job Purpose:	To support the coordination and delivery of a range of high quality sport and physical activity opportunities that are progressive and reflective of the needs of young people in the local community. You will be assisting the participation manger in the coordination and delivery of the business plan for the Sports Participation Department and have responsibility for selling the departments services whilst meeting income targets.
Contract Details:	10-25 hours (potential for full time as stated above) Auto-enrolment into the Club's pension scheme (depending on eligibility) 28 days annual leave including national bank holidays

Rotherham United Community Sports Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our Sport Participation Team.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.

RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCST will assist with the application for, and pay for the process of, a new DBS for staff members where required.

Criminal Records Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

Equal Opportunities

JOB DESCRIPTION

ROLE ACCOUNTABILITIES & KEY DUTIES

KEY DUTIES AND RESPONSIBILITIES

- To design, plan and deliver a range of high quality sessions in a range of sporting activities that are accessible to all young people.
- To deliver a range of sporting opportunities at a fundamental level and to Learn to Train phases of the player pathway that are structured, safe, progressive and fun.
- To design, plan and deliver a range of high quality health sessions in a range of sporting and physical activity disciplines that are accessible to all young people, adults and older adults
- To work with partner agencies to identify local volunteers from the community and to develop a comprehensive coach education/development programme.
- To supervise, mentor and direct support staff, volunteers and apprentices.
- To promote local sporting and health opportunities to participants in schools, community settings and care homes.
- To identify and overcome barriers to participation amongst participants from disadvantaged backgrounds through good coaching practice
- To establish Multi sport/skill clubs and new junior clubs/sections after school or in the community
- To identify talented young people and encourage their further development particularly through the creation of strong school – club links.
- To deliver of education and promotional sessions which improve the health and wellbeing of the local community.
- To undertake training and continuous professional development as necessary relevant to the post and further career advancement e.g. tutor training or Level 3 sports specific coaching qualification
- To contribute to the continuous evaluation and development of all Sports Participation and health projects
- Monitor all projects as required by funding bodies including the use of views
- Be responsible for the recruitment of participants where required.
- Build and develop strong links with schools, community groups, key stakeholders and other relevant organisations.
- Promotion of all projects.
- Monitor and evaluate all elements of the programme, ensuring data is up to date and accurate.
- Prepare and maintain materials for sessions.
- To act as cover for all programmes at designated times, when required.
- Attend training courses relevant to the role and maintain personal CPD
- Carry out administration such as; registers, reports, retention and achievement data.
- To work closely with colleagues throughout RUCST to extend knowledge and skills in order to identify best practice
- To lead staff and programme of activities for assigned projects ensuring quality assurance, health and safety and safeguarding needs are met and adhered to.
- To carry out duties in accordance with the employing agency equal opportunities policy, information security policies, financial regulations and the Health and Safety at work Act.
- To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

PERSON SPECIFICATION

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork
- Ability to communicate with people from all backgrounds
- Ability to build and maintain positive relationships with people
- Focused on achievement, targets and continuous improvement
- Demonstrate a high degree of flexibility and confidentially
- Capable of presenting information, orally and written
- Have skills to plan, organise and present information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- Competent IT skills

MANAGING PARTNERSHIPS AND CONTRACTS

- Maintain and build positive relationship with key partners and stakeholders

EXPERIENCE

- Managing & engaging classes/teams in lessons/sessions
- Lesson/session/scheme of work planning short, medium and long term.
- 2 years of working within the football, sport or health industry

QUALIFICATIONS

- Full driving licence and the use of a vehicle is an advantage
- FA Level 2 coaching badges or L2 in other sports
- Level 2 health or fitness qualifications
- Basic First Aid training/qualification
- Safeguarding certificate
- PTTLS or level 3 award in Education and Training or PGCE would be an advantage

GENERAL DUTIES & ACCOUNTABILITIES

- To support RUCST and Rotherham United FC in their aims and objectives at all times.
- To ensure compliance with all relevant Club policies, including health and safety policies.
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements.
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCST and Rotherham United FC.
- To keep confidential any information gained regarding the Charity, Club and its personnel
- To maintain a flexible approach to work at all times.
- To undertake other duties and responsibilities as required from time to time such as matchdays & evening/weekend coaching.
- Promote equal opportunities in recruitment, delivery and overall assessment.
- Ensuring that all contact with and arrangements for students and their welfare is safeguarding and promoted.
- Contribute to quality assurance within the curriculum delivered.
- Act as a personal tutor to students; supporting them to achieve their goals and potential.
- Contribute to the excellence of teaching and learning in the BTEC sport groups.

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PERSONAL SPECIFICATION

Qualifications		Essential	Desirable
1	Appropriate experience or degree in Sports Development or Health		✓
2	Minibus driving licence		✓
3	Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
4	Valid Safeguarding Training Certificate	✓	
Skills, Knowledge & Experience			
5	Knowledge, understanding and experience of a range of sports and physical activity programmes	✓	
6	An awareness of monitoring and evaluating projects	✓	
7	Up to date knowledge of the national sports and health strategies	✓	
8	FA Level 2 Coaching in Football, Futsal or other sports Qualification Level 2 health or fitness qualification	✓	
9	Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students	✓	
10	Knowledge of how to give positive and targeted support to participants who require special educational needs	✓	
11	Determination to encourage the highest quality of learning experience for all students	✓	
12	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
13	Excellent overall level of numeracy and literacy	✓	
14	Experience of Premier League, Football League or Sport England funded projects		✓
15	An understanding and knowledge of Rotherham United Community Sports Trust and the Education Academy		✓
Attitude/Behaviours			
16	A “can do” attitude	✓	
17	Presents solutions rather than problems	✓	
18	Ability to establish good and productive working relationships, and work well in a team	✓	
19	Innovative and flexible approach to supporting individual students		
Personal Qualities			
20	A dynamic, hardworking and enthusiastic individual	✓	
21	Be able to enthuse learning within a wide range of ages and abilities	✓	
22	Excellent interpersonal and communication skills	✓	
23	Proactive attitude within the role	✓	
24	Excellent written and analytical skills	✓	
25	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
26	Highly organised and able to manage multiple tasks	✓	
27	Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning	✓	
28	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
29	Flexibility and willingness to learn	✓	
30	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
31	Ability to work unsupervised	✓	
32	Ability to respect confidentiality and professionally on particular issues	✓	

Rotherham United Community Sports Trust
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