**Rotherham United Community Sports Trust**

**JOB DESCRPTION**

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| **Job Title** | Girls Community Sports Coach |
| **Reports to** | Sport Participation Manager |
| **Department** | Sports Participation |
| **Salary** | £8.50 per hour |
| **Hours** | This is a permanent role of 30 hours per week requiring flexibility to work some evenings, weekends and match days as required |
| **Job Purpose** | To deliver 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.  To coordinate and deliver high quality girls provision in the communities of Rotherham and the surrounding areas  To grow girl's participation in football and strengthen the existing player progression pathway, by establishing and developing effective links between participation level delivery, club development and Rotherham United Ladies  To establish and identify pathways for participants from wider community projects.  To work closely with a number of partners including schools, Local Authority, Premier League, County FA, and various sports partnerships  To have an involvement in generating match funding by securing unrestricted funding as part of their role.  To coordinate the PL Girls project delivery in order to attract and retain girls from BME backgrounds.  To develop a team of local coaches and volunteers in the community in conjunction with key partner agencies.  It is anticipated that approximately an average of 22hrs per week will be spent delivering activity. |
| **Contract Details** | * 30 hrs, Permanent * Auto-enrolment into the Club’s pension scheme (depending on eligibility) * 28 days annual leave including national bank holidays |

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| **Role Accountabilities & Key Duties** | |
| **1. Key Duties and Responsibilities** | * To effectively 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 work with partner agencies to identify local volunteers from the community and to develop a comprehensive coach education/development programme. * To effectively supervise, mentor and direct support staff, volunteers and apprentices. * To imaginatively promote local sporting opportunities to young people in schools and community settings. * To take positive steps to identify and overcome barriers to participation amongst young people from disadvantaged backgrounds through good coaching practice * To assist in establishing Multi sport/skill clubs and new junior clubs/sections after school or in the community * To assist in identifying talented young people and encouraging their further development particularly through the creation of strong school – club links. * 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 projects * To represent RUCST at all internal and external meetings when required. * 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 the all elements of the programme, ensuring data is up to date and accurate. * Work with individuals, communities, community organisations and schools in a planned way to promote the aims and objectives of the programme. * 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. |
| **2. 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 |
| **3. Managing Partnerships and Contracts** | * Maintain and build positive relationship with key partners and stakeholders; |
| **4. Experience** | * Managing a group of people * Completing schemes of works and lesson plans * Developing innovative training sessions to inspire and engage * 2 years track record of working within the football, sport or health industry |
| **5. Qualifications** | * Full driving licence and the use of a vehicle * FA Level 2 coaching badges * Basic First Aid training/qualification * Safeguarding certificate * PTTLS or level 3 award in Education and Training |

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| **General Duties & Accountabilities** |
| * To support RUCSE 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 * 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 |

*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.*

*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*

**Person Specification**

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| **Qualifications** | | **Essential** | **Desirable** |
| **1** | Appropriate experience or degree in Sports Development |  |  |
| **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 |  |  |
| **6** | An awareness of monitoring and evaluating projects |  |  |
| **7** | Up to date knowledge of the national sports strategies | *  |  |
| **8** | FA Level 2 Coaching in Football, Futsal or other sports 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 |  |  |