

JOB DESCRIPTION

Job Title	Football and Sports Coach - Casual
Job Holder	
Responsible to:	Sport & Play Lead
Responsible for:	N/A

Main Duties:	To deliver sport and coaching activities to children and young people at evenings and weekends.
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Responsibilities and duties relevant to this Role:

- Work with groups of young people on sports coaching.
- Write appropriate session outcomes of the evening and weekend programmes.
- Deliver soccer courses or specialised holiday programmes
- Keep up to date with relevant coaching/sport training
- Work closely with other staff to meet Foundation of Light targets
- Keep course files
- Deliver a high quality customer service.

Administration and M&E responsibilities and duties:

- Work within the established administrative and financial systems to ensure smooth running and quality of projects
- Complete relevant administration for partner agencies
- Produce accurate ad hoc reports as requested
- Answer internal and external queries in relation to your role in a timely and professional manner
- Ensure all risk assessments, lesson files and session plans are up to date, in place and signed where relevant
- Ensure databases are updated on a regular basis with correct information
- Contribute to the Self-Assessment process and work to the agreed objectives for your team and the organisation

Development/Donor responsibilities and duties:

- Contribute to the processes of forward planning and development of programmes.
- Identify PR opportunities and case studies
- Build strong and lasting external business relationships with partners, donors and agencies

Delivery responsibilities and duties:

- Deliver sessions in line with lesson plans and the requirements of the programmes, ensuring the timetable is serviced at all times
- Deliver holiday, evening and weekend sessions as required by the timetable
- Provide a high-quality, excellent customer/participant experience

Behaviour and Professional responsibilities and duties:

- Maintain working practices in line with Foundation of Light Equality and Diversity, Health and Safety and Safeguarding policies; self-awareness of own responsibility in these areas
- Ensure regulatory and legislative requirements are met at all times
- Conduct should reflect the Staff Behaviour Policy (Code of Conduct); uphold Foundation core values (as shown below) at all times
- Maintain the highest level of professionalism and confidentiality.



- Attend working groups and CPD session as required
- Build strong internal relationships
- Work in collaboration with colleagues to achieve the end goal
- Ensure positive organisational messages and culture are maintained
- Contribute to good housekeeping across all Foundation sites and equipment
- Follow the laid down policies and procedures at all times

FOUNDATION OF LIGHT CORE VALUES

- We work as a team**
- We are professional**
- We are proud of what we do and dedicated to achieving our goals**
- We are progressive and forward thinking**
- We are fully committed to achieving the best for our customers and communities**
- We are passionate and enthusiastic**

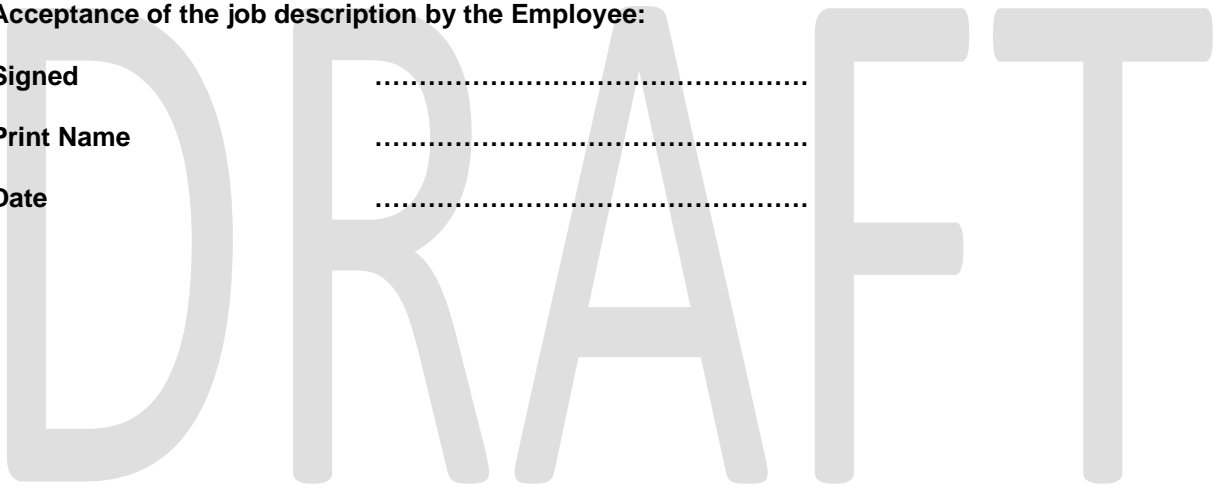
Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.

Acceptance of the job description by the Employee:

Signed

Print Name

Date



PERSONAL SPECIFICATION

Requirement	Essential (E) or Desirable (D)
Skills:	
Coaching	E
Mentoring	E
Informal tutoring	E
Communication, oral and written	E
Planning and control	E
Team work	E
Work on own initiative	E
Interpersonal	E
Conflict handling and resolution	E
Creativity and imagination relevant to the workplace	E
ICT and administration	E
Ability to work under pressure and to tight deadlines	E
Group work facilitation	E
Multi-tasking	E
Qualities:	
Commitment	E
Flexibility	E
Honesty and trustworthiness	E
Motivation and enthusiasm	E
Patience and diplomacy	E
Persistence in the workplace	E
Determination to succeed and meet targets	E
Commitment to equality and diversity, safeguarding and health and safety	E
Flexible approach to working hours	E
Knowledge:	
National Curriculum	D
Healthy Schools Charter	D
FA Four Corner Player Development Model	D
Sound knowledge of current Coaching techniques	E
Safeguarding	E
First Aid	E
Understanding:	
Delivery of exceptional customer service	E
Of the levels, abilities and ages of participants worked with	E
Of the need to work flexible hours to meet the needs of the charity	E
Commerciality	E
Workplace behaviours and conduct	E
Experience:	



Minimum of 2 years teaching/coaching in a community setting	D
Meeting targets in the workplace	E
Qualifications (or recognised equivalent):	
Coaching:	
FA Coaching Level 2	E
AfPE qualification	D
Level 2 Qualification in other sport/s	D
Teaching Assistant	D
Other:	
First Aid	E
Driving Licence	E

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