

JOB DESCRIPTION

Job Title	Community Sports Coach
Job Holder	
Responsible to:	Sport and Play Lead
Responsible for:	

Main Duties:	The successful candidate will use their knowledge of the National Curriculum to plan and deliver effective in school Physical Education sessions to ensure that improvement is being made by each learner.
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Responsibilities and duties relevant to this Role:

- Work with groups of young people on sports coaching/P.E. programmes
- Write appropriate session plans linked to the national curriculum and deliver new programmes as identified
- Deliver 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 service securing further bookings
- Develop effective relationships with schools.

Administration and M&E responsibilities and duties:

- Following the Measuring Impact and Excellence Policy and Procedure to set impact measures, collect feedback, record and measure impact reporting internally and externally
- 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 third party agreements, service level agreements, 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
- Undertake market research and customer/participant surveys
- Complete all paperwork and returns accurately and on time for funders and contract suppliers
- Build strong and lasting external business relationships with partners, donors and agencies
- Identify and source new opportunities
- Keep up to date with relevant developments in your curriculum area, geographic location and the third sector
- Ensure targets are met and programmes are on budget
- Support the objectives and aims of the Foundation of Light, and associated companies as relevant, as provided in the Business Plans
- Contribute to, complete and submit funding applications as required
- Attend relevant training and good practice events
- Organise and/or deliver Foundation events

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
- Support the wider Foundation team in other activities
- Follow accreditation and progression pathways as defined

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

Equality, Diversity and Inclusion Statement:

All individuals will be treated equally and fairly in the application of this procedure. All reasonable requests to accommodate requirements in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation will be made.

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
Ability to effectively implement behaviour management strategies	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:	
Premier League Primary Stars	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	D



Meeting targets in the workplace	E
Qualifications (or recognised equivalent):	
Coaching:	
FA Coaching Level 2 or NGB Level 2 equivalent	E
AfPE qualification	D
Teaching Assistant	D
Other:	
First Aid	E
Driving Licence	E

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