



JOB DESCRIPTION			
Job Title:	Sport Development Coach		
Hours of work:	You will have a standard working week of a minimum of 35 hours. You may be required to work outside of normal office hours, at evenings, weekends and match days as required.	Salary Range:	£17,000 per annum
Location:	Burnley, Lancashire	Reporting to:	Head of Primary Schools Engagement
HR Contact:	Ann-Marie Bradley	Contractual Status:	Fixed term for two years
Date posted:	9 th January 2019	Posting Expires:	11 th February 2019 @ 5:00pm
Applications Accepted By:			
Please apply by downloading and completing the job application form which can be found on Burnley FC in the Community website – Careers and Opportunities https://www.burnleyfccommunity.org/careers/ Burnley FC in the Community no longer accept CV's. Attention: Ann-Marie Bradley – HR Manager			
Job Description			
<u>Role and Responsibilities</u>			
<ul style="list-style-type: none"> • Take responsibility for the delivery of the Premier League Primary Stars programme within a designated cohort of schools, on behalf of BFCitC. • To ensure meticulous planning is conducted prior to each session that is delivered, with considerations being made for individuals' needs and requirements. • To deliver the highest possible quality of sporting session, to a wealth of participants with varying abilities, needs and demands, in a variety of different environments, including: <ul style="list-style-type: none"> ▪ National Curriculum Physical Education ▪ Extra-Curricular Sessions ▪ Soccer Schools and Holiday Camps ▪ Whole School Assemblies ▪ Recreational Sport Sessions ▪ Educational sessions (Literacy, numeracy and PSHE workshops). • To continuously evaluate the success / standards of own work and that of others, through rigorous self and departmental reflection and analysis. • To partake in the crucial processes of monitoring and evaluation, to ensure that the progress / impact of any given provision is reporting to key funders in a timely and effectively manner. This includes the use of regular registers and the Views platform. • To ensure that all stakeholders are kept safe and well before, during and after the delivery of a given session. • Undertake any other duties appropriate to this role. • To be able to work flexible and unsociable hours where the role of the job requires. • To work towards agreed Key Performance Indicators (KPIs). • Ensure the service is delivered and managed in accordance with the Charity's safeguarding policies and procedures. • Promote the Burnley FC in the Community brand and ethos in a professional, strong and positive manner. • Help staff to develop confidence and competence by modelling good practice and acting as a mentor. 			



- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- A commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training.

Qualifications and Education Requirements

Essential:

- FA Level 2 Certificate in Coaching Football.
- Full clean driving license with access to own transport.
- A sports coaching award in a second sport.

Desirable:

- Level 3 Certificate in Supporting PE and School Sport (AfPE).
- Safeguarding Training or prepared to undertake this training.

Preferred Skills and Attributes

Essential:

- Experience of working on football/sport-based projects.
- Experience of working in a school setting.
- A passion for sport and the community.
- Excellent IT skills including intermediate abilities in all MS Office programmes.

Desirable:

- Knowledge and experience of Safeguarding young people and vulnerable adults.
- An understanding of Burnley and the surrounding geographical areas.
- Disability, Female and/or BAME specific coaching experience.
- Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.



PERSON SPECIFICATION – SPORT DEVELOPMENT COACH		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • FA Level 2 Certificate in Coaching Football. • Full clean driving license with access to own transport. • A sports coaching award in a second sport. 	<ul style="list-style-type: none"> • Level 3 Certificate in Supporting PE and School Sport (AfPE). • Safeguarding Training or prepared to undertake this training.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> • Experience of working on football/sport-based projects. • Experience of working in a school setting. • A passion for sport and the community. • Excellent written and oral communication skills. • Ability to monitor, evaluate and assess project performance. • Excellent IT skills including intermediate abilities in all MS Office programmes. • Ability to work independently and collaboratively as a member of a team. 	<ul style="list-style-type: none"> • Knowledge and experience of Safeguarding young people and vulnerable adults. • An understanding of Burnley and the surrounding geographical areas. • Disability, Female and/or BAME specific coaching experience. • Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.
PERSONAL QUALITIES	<ul style="list-style-type: none"> • A passion for community and making a difference. • Highly motivated and conscientious with a determination to succeed. • A commitment to the aims, vision and values of Burnley FC in the Community • Good judgement and knowing when to see advice or support. • Creative in problem solving situations together with a willingness to take on or try new approaches and ideas. • A positive, “can do” attitude. • Enthusiasm, energy and resilience. • Flexible, helpful and responsive. 	<ul style="list-style-type: none"> • The individual will have a full DBS check. • A positive attitude towards professional development and their own learning. • Excellent networking skills.