

SECTION	HR
POLICY /PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	5th August 2026
DATE OF REVIEW	N/A

Organisation: Club Doncaster Foundation

Position: Community Coach

Responsible to: Youth Engagement Manager

Responsible for: Community Delivery

Starting Salary: Competitive (consummate with experience)

Contracted hours: 37.5 hours per week

Type of contract: Full time (permanent – subject to funding)

Location: Eco-Power Stadium, Stadium Way, Doncaster, DN4 5JW

Closing Date: Tuesday 1st September 2026

Interviews: WC Mon 7th September 2026

Start Date: TBC

General purpose of the post:

To plan, lead and deliver high-quality community sessions that support positive engagement across our programmes. The Community Coach will be responsible for creating inclusive, enjoyable and safe activities, while ensuring all delivery aligns with organisational policies and standards. The postholder will also be expected to accurately record participation data, monitor progress, and produce reports as required to support programme development and evaluation.

How to apply:

We are asking all interested applicants to email tom.butterworth@clubdoncasterfoundation.co.uk with an up to date CV along with a cover letter outlining your suitability for the role and why you would be a good addition to the team.

Important information

The mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Club Doncaster Community Sports & Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Employment will also be subject to two satisfactory written references.

Department:	Youth Engagement
Job Title:	Community Coach
Salary:	Community Coach banding starting at £23,809.50 (plus staff benefits package)
Contract type:	Full time - Permanent (subject to funding)
Hours:	37 ½ hours per week The candidate will be required to have a flexible approach to working hours, including school/community delivery, events, evenings, weekends and such hours as necessary
Responsible to:	Sport Development Officer(s), Community Development Manager
Location:	Eco-Power Stadium, Stadium Way, DN4 5JW
Regular working hours:	Office hours are Monday to Friday 9.00am – 5.30pm. With this post there will be weekend and evening work as part of the participation programme working pattern.

Purpose of the post:

To plan, lead and deliver high-quality community sessions that support positive engagement across our programmes. The Community Coach will be responsible for creating inclusive, enjoyable and safe activities, while ensuring all delivery aligns with organisational policies and standards. The postholder will also be expected to accurately record participation data, monitor progress, and produce reports as required to support programme development and evaluation.

Key Duties and Responsibilities:

- To support the planning & delivery of the community programmes.
- To deliver and coordinate other activities aligned to the programme.
- Play an active role in using Doncaster Rovers match days to promote The Foundations brand.
- To support the quality assurance processes in place to ensure we have the highest possible delivery.
- To market our various youth engagement programmes through schools and colleges; use of existing forums and mechanisms – e.g., match day programmes, websites and on-going youth activities; and identification of innovative ways to attract young people
- To assist on organisation tasks such as venue bookings etc.
- To work alongside the football club to promote health, education and inclusion in a positive way to the wider community
- To liaise with other Club Doncaster partners (both internally and externally) in order to utilise club resources such as player appearances and marketing.
- To build relationships with key local partners (such as junior teams/community groups) to embed pathways across Doncaster.
- Support all administrative and monitoring processes relating to the assigned projects by ensuring all data is recorded accurately on the relevant data management system (views etc.)
- Carry out administration relevant to the role including registers, reports and retention and achievement data.
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners.
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Ensure all policies and procedures are adhered to.
- Active participation in continuing professional development.
- Promote the brand identity and increase Club Doncaster fan base through community delivery.
- Support the whole of Club Doncaster group to promote the events and the business as a whole, including additional support at Club Doncaster events such as the Festival of Fireworks and Festival of Sport weekend.
- Act at all times with utmost good faith to the Club(s) and the Company.
- Devote full attention and ability to fulfilment of the duties required by the role.
- To work closely with, maintain good relationships, and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times.
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

Club Doncaster Staff competencies:
Our Values

- We are professional in all we do

- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

Putting our clients first

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self /Relationships

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

Important information

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Personal Skills/Characteristics

	Essential	Desirable	Method of Assessment (List Code Below)
Experience			
Minimum of 2 years' experience of School Sports or extra-curricular coaching to young people of all abilities and experience	X		AF/I
Working within a team and coordinating team members	X		AF/I
Experience of publicity/promotion of initiatives and events.	X		AF/I
Sports tournaments/coordination experience		X	AF/I
Excellent written and verbal communication skills	X		AF/I
Ability to plan own workload and prioritise	X		AF/I
Ability to self-motivate and work independently	X		AF/I
Knowledge surrounding issues affecting young people (preferably in the Doncaster Community)		X	AF/I
Qualifications and training			
Evidence of formal education detailing a good level of general education.	X		AF/I
Hold a minimum of UEFA C (FA Level 2) qualification (or equivalent)	X		AF/I
Hold or be working towards Association for Physical Education (AfPE) Level 3		X	AF/I
Hold a range of coaching qualifications in various sports		X	AF/I
Up to date Safeguarding training		X	AF/I
Up to date First Aid		X	AF/I
Special skills and knowledge			
A strong understanding of participation and sport programmes and the issues faced by schools and young people	X		AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community	X		AF/I
Proficient in use of Microsoft Office systems e.g. Office, Excel, Access and PowerPoint or equivalent system	X		AF/I
Knowledge of existing participation networks within Doncaster		X	AF/I
Personal qualities			
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		I
Excellent written and verbal/presentation communication skills.	X		I
Ability to prioritise and meet deadlines	X		AF/I

Personal circumstances			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		I
Ability to travel independently	X		I
Physical Requirements			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

* AF = Application Form
 I Interview
 R Reference
 CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster is an equal opportunities employer.