



<b>SECTION</b>	<b>HR</b>
<b>POLICY /PROCEDURE</b>	<b>Job Advert, Job Description &amp; Person Specification</b>
<b>DATE OF ISSUE</b>	<b>9<sup>th</sup> January 2020</b>
<b>DATE OF REVIEW</b>	<b>N/A</b>

**Organisation:** Club Doncaster Foundation

**Position:** Apprentice Coach

**Responsible to:** Participation Coordinator, Sport Development Officer, Participation Development Manager,

**Responsible for:** Participation Programme (Schools and Social Inclusion)

**Contracted hours:** 37 ½ hours per week, inclusive of apprenticeship learning time. The candidate will be required to have a flexible approach to working hours, events, evenings, weekends and such hours as necessary.

**Location(s):** Delivery based at various partner venues across Doncaster.  
Office based - Keepmoat Stadium.

**Closing Date:** Thursday 23<sup>rd</sup> January 2020 (5pm)

**Interviews:** Wednesday 29<sup>th</sup> January 2020

**Start Date:** Following successful recruitment



**General purpose of the post:**

We are looking for highly energetic and enthusiastic sports coaching apprentices to join our growing team. Alongside your apprenticeship learning (providing you with a Level 2 teacher assistant qualification) you will be helping to deliver sports and PE sessions in schools as well as working on our wide range of community projects.

**How to apply:**

Send an expression of interest detailing why you're interested in the post and a copy of your C.V to [kirsty.cavanagh@clubdoncaster.co.uk](mailto:kirsty.cavanagh@clubdoncaster.co.uk) by 5pm Thursday 23<sup>rd</sup> January 2020.

**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.



<b>Department:</b>	Community
<b>Job Title:</b>	Apprentice Coach
<b>Pay:</b>	Hourly rate - national apprenticeship rates of pay
<b>Contract type:</b>	1 year apprenticeship (Fixed term)
<b>Hours:</b>	37 ½ hours per week. The candidate will be required to have a flexible approach to working hours, events, evenings, weekends and such hours as necessary.
<b>Responsible to:</b>	Participation Coordinator, Sport Development Officer, Participation Development Manager
<b>Location:</b>	Keepmoat Stadium, Stadium Way, DN4 5JW
<b>Regular working hours:</b>	Foundation office hours are Monday to Friday 9.00am – 5.30pm. With this post there is an expectation to work weekends & unsocial hours as part of an irregular working pattern

**Purpose of the post:**

We are looking for highly energetic and enthusiastic sports coaching apprentices to join our growing team. Alongside your apprenticeship learning (providing you with a Level 2 certificate in supporting teaching & learning) you will be helping to deliver sports and PE sessions in schools as well as working on our wide range of community projects.

**Key Duties and Responsibilities:**

- To support the delivery of high quality coaching provision across schools and external sessions.
- To support in the delivery of school holiday activities across a range of Club Doncaster Foundation products
- To deliver and be responsible for data input and recording of coaching sessions
- To align apprenticeship learning to the practical delivery experience on the role
- To take ownership of personal CPD and necessary qualification in line with the job role
- To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour
- Carry out duties in accordance with all relevant company policies
- Act at all times with utmost good faith to the organisation
- Devote full attention and ability to fulfilment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management staff
- To work closely with partnership organisations, to 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
- 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 on continuing professional development and the appraisal process
- Promote the brand identity and increase Club Doncaster fan base throughout
- 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 be aware and comply with the Health and Safety at Work Act
- To carry out responsibilities with due regard to Equal Opportunities
- 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
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by Chief Operating Officer and/or Executive



### **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**

The above 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.

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance if they are intending to do business mileage for Club Doncaster. It is the employee's responsibility to ensure up to date documentation is provided to Club Doncaster.

Club Doncaster 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 may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The RFL 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.



Personal Skills/Characteristics	Essential	Desirable	Method of Assessment (List Code Below)
<b>Experience (Voluntary, paid or in a similar role)</b>			
An interest in pursuing a career in sports coaching	X		AF/I
Ability to prioritise workload	X		AF/I
Experience of working as a team		X	
Sports Leaders Course or NGB coaching qualifications (NGB L1 etc.)		X	AF/I
<b>Special skills and knowledge</b>			
4 (B – G grade) G.C.S.E <i>*Equivalent to grade 6 – 1 on the new tariff</i>	X		AF
Equivalent to a Level 1 in English & Maths <i>*Equivalent to grade C – GCSE or 4 on new tariff</i>		X	AF/I
Be familiar with Microsoft office programmes	X		AF/I
Previous use of sports monitoring and evaluation systems or willingness to learn	X		I
An understanding of and a commitment to equal opportunities and safeguarding issues both in the workplace and the wider community	X		I
Knowledge of the National Curriculum for Physical Education		X	I
<b>Personal qualities</b>			
A child / young person friendly and centred approach to all delivery.	X		I
A professional approach when working with schools and their staff.	X		I
Awareness of professional boundaries across the working environment	X		I
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		AF/I
Punctual and able to manage a varied workload	X		I
<b>Personal circumstances</b>			
Ability and willingness to work outside normal hours, including evenings and weekends.	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 Community Sports & Education Foundation is an equal opportunities employer.

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**CLUB DONCASTER  
FOUNDATION**