

<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>18<sup>th</sup> March 2024</b>
<b>DATE OF REVIEW</b>	<b>N/A</b>

**Organisation:** Club Doncaster Foundation

**Position:** Assistant community Coach

**Responsible to:** Youth Engagement Manager, Sport Development Officer(s),

**Responsible for:** Community programme

**Contracted hours:** 37 ½ hours per week. Inclusive of evenings and weekends, subject to the rota/business needs.

**Contract length:** 9-month fixed term ending March 2025.

**Location(s):** Delivery based at various partner venues across Doncaster.  
Office based – Eco Power Stadium/Foundation Fitness Gym.

**Closing Date:** 19<sup>th</sup> April 2024

**Interviews:** WC 22<sup>nd</sup> April 2024 (interviews will be ongoing through the recruitment process)

**Start Date:** Following successful recruitment and pre recruitment checks.

**General purpose of the post:**

Club Doncaster Foundation are looking for a motivated individual to join the Foundation team in the role as assistant community coach. You will work across our schools' programmes community engagement sessions and our Community Gym and will assist and deliver coaching sessions in football, rugby league, and multi-sport sessions that are participant-centred, structured, progressive, fun and of a high quality.

**A typical day of an assistant community coach**

Example 1

12:00 – 13:00 Lunch Club in a Primary school  
13:00 – 15:00 Admin  
15:00 – 16:30 After school club in a Primary school  
17:30 – 20:00 PL Kicks Football based in the communities within Doncaster.

Example 2

08:30 Arrive at a primary school.  
9:00 Assisted reading with pupils  
9:30 – 10:30 KS1 PE lesson i.e. Gymnastics  
10:30 – 10:45 Break  
11:00 – 12:00 KS2 PE lesson i.e. Invasion games  
12:00 – 12:45 Lunch  
12:45 – 1:45 Targeted English intervention supporting pupils 1-1 with their work.  
1:45 – 2:00 Break  
2 – 3 KS2 PE lesson i.e. Invasion games

This role is funded through UK Year of Service in partnership with NCS and the EFL Trust. The successful candidate will become a member of the Year of Service Programme

UK Year of Service participants will receive 20% off the job training and support. This will include, but not be limited to;

- Club Induction
- Needs analysis, looking at areas the individual will want to develop and improve.
- Access to Skills Builder and Youth Employment
- CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the sector.
- A club mentor/weekly mentoring session
- Reflection and action plan setting - Regular reviews with manager
- Appraisal after 3 months
- Employability skills and job readiness coaching
- Attendance at 2 Member conferences, residentials with overnight stay
- Formal and informal training – e.g., coaching qualifications. A digital member hub will provide opportunities for self-directed learning.
- Online Learning Sessions: NCS will deliver online learning and insight sessions

**How to apply:**

Send a covering letter detailing why you're interested in the post and a copy of your C.V, along with our equal opportunities form to [beth.bray@clubdoncasterfoundation.co.uk](mailto:beth.bray@clubdoncasterfoundation.co.uk) by 19<sup>th</sup> April 2024.

If you have any questions aligned to the roles available, please contact [beth.bray@clubdoncasterfoundation.co.uk](mailto:beth.bray@clubdoncasterfoundation.co.uk)

**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 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>	Foundation
<b>Job Title:</b>	Assistant community Coach
<b>Pay:</b>	NLW
<b>Contract type:</b>	9 month fixed term ending March 2025
<b>Hours:</b>	37 ½ per week. Our provision runs from Monday to Saturday with some evening delivery.
<b>Responsible to:</b>	Youth Engagement Manager, Sport Development Officer
<b>Location:</b>	Eco Power Stadium, Stadium Way, DN4 5JW
<b>Regular working hours:</b>	Foundation office hours are Monday to Friday 9.00am – 5.30pm. Delivery varies in line with session availability and start times. With this post there is an expectation to work weekends & unsocial hours as part of an irregular working pattern

**Purpose of the post:**

Club Doncaster Foundation are looking for a motivated individual to join the Foundation team in the role as assistant community coach. You will work across our schools' programmes community engagement sessions and our Community Gym and will assist and deliver coaching sessions in football, rugby league, and multi-sport sessions that are participant-centred, structured, progressive, fun and of a high quality.

Duties will include opportunities to develop essential skills, such as, developing teamwork skills, to deliver youth-led provision (e.g., schools and community engagement sessions), supporting, encouraging, and motivating others; help recruiting, engage the children and young people you work with.

## **Key Duties and Responsibilities:**

- Delivery of the curriculum and agreed coaching provision for each partner, delivering sessions that meet and exceed national level 2 NGB status
- Supporting the team to plan, develop, and maintain an efficient schools and activity coaching programme
- Adapt sessions to cater for different ranges of ability and development age.
- You will
- Undertake administrative tasks associated with the post, including planning sessions, taking registers, consent forms and contacting clubs and schools.
- Support appropriate internal monitoring systems and evaluate all sessions, activities, and programmes.
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices.
- To work with colleagues to extend knowledge and skills to identify and develop best practice
- Dealing with enquiries and general day-to-day liaison with customers, colleagues, and partners

### Other responsibilities -

- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Promote the brand identity and increase Club Doncaster fan base throughout
- 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, always acting in a professional manner
- To be a positive role model for others
- To be engaged with own continuous professional development (CPD) and attend relevant training courses to improve their coaching delivery, as agreed by line manager.
- Carry out duties in accordance with all relevant company policies
- To cover as and when required at other departments within the Club Doncaster Group
- To be familiar and comply with Club Doncaster health and safety regulations and to undertake activity/venue risk assessments prior to all sessions, and report and record incidents/accidents/hazards.
- To respect the rights of all participants and ensure that their well-being and safety are considered at all times.
- Take an active role in any other duties required to deliver the outcomes and targets of Community Foundation
- 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 embrace equality, diversity and inclusivity in order to facilitate a consistent, co-ordinated and embedded approach to fairness and opportunity across the Foundation.

## **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 always deliver a high-quality service

#### **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 or the ability to travel independently.

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Personal Skills/Characteristics	Essential	Desirable	Method of Assessment (List Code Below)
<b>Personal qualities</b>			
Passionate about people and have a genuine respect for views, talents and expertise of others	X		I
A child / young person friendly and centred approach to all delivery.	X		I
Acts with integrity at all times	X		I
A willingness to learn and develop as an individual	X		AF/I
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		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
<b>Physical Requirements</b>			
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

- \* 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 Foundation is an equal opportunities employer.

**How to apply:**

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