



## THE LEEDS UNITED FOUNDATION

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The Leeds United Foundation Company No. 7247372. Registered Charity No. 1137703

**Job Title** Participation Project Officer / Coach

**Salary:** 16-19k per annum

**Hours:** 37.5 per week Monday to Sunday including unsociable hours

**Report To:** Department Manager

### Description

The Leeds United Foundation is seeking an enthusiastic, self motivated and dedicated individual for the role of 'Participation Project Officer/coach'. The successful candidate will meet the mission, vision and objectives set out by The Leeds United Foundation to increase participation within our Soccer Schools & Skills Centres as well as undertaking a coaching position.

### About the Organisation

The Leeds United Foundation is a not-for-profit, sports charity that exists to deliver targeted, high quality programmes that have a real and measurable positive impact on and which nurture the relationship between, the club, its fans and its communities.

### Principal Accountability

- To manage, promote and recruit targeted numbers for Soccer Schools & Skills Centre
- To develop and implement with developing strategies and goal setting to achieve required Key Performance Indicators defined in the programme contract.
- Review the success and achievements against agreed targets, identifying strengths, weaknesses and areas for development.
- To plan, deliver and evaluate practical sessions in accordance to the programme requirements
- To Quality Assure the practical sessions in accordance to the minimum operating standards.
- Undertake communication and administrative duties relating to all programmes
- Undertake training and development as required to maintain up to date skills and knowledge associated with the role.
- Coordinate the Soccer Schools & Skills Centres from a planning Level, identifying and implementing opportunities to build / grow / improve the programmes.
- To raise the profile of The Leeds United Foundation by encouraging maximum participation for both boys and girls.
- To monitor the project to ensure all data is up to date on 'Substance Views' and all targets achieved
- To provide regular verbal/written reports and reviews to their line manager and key stake holders.
- To maintain the upkeep of all relevant equipment pertaining to the delivery of programmes and to the safety of participants.
- To lead by example and set appropriate standards for others to work to. To ensure appropriate quality standards are maintained at all times in order to sustain and enhance the image of The Leeds United Foundation.
- To adopt principles of continuous personal and professional development with regard to the role

- To undertake all relevant duties as directed by the senior management team, as required, to promote The Leeds United Foundation.

### Person Specification

The successful candidate will be able to demonstrate the following:

	Essential	Desirable
Knowledge	<p>Understanding of The Leeds United Foundation</p> <p>Experience of coaching children</p> <p>Fundamental safe working practices</p>	<p>Understanding the structure of a Professional club Foundation</p>
Qualifications, Education and Training	<p>Level 2 in Football</p> <p>Youth Module 2</p> <p>Safeguarding Children Workshop</p> <p>Emergency Aid Certificate</p> <p>Full Clean Driving Licence</p> <p>Member of FA Coaches Licence Club</p>	<p>UEFA 'B' Licence</p> <p>Full Youth Award</p> <p>Basic First Aid in Sport (BFAS)</p>
Personal Attributes and Skills	<p>Able to use a problem-solving approach to respond appropriately to a wide range of enquiries</p> <p>Can produce and respond to detailed written and oral communication in an office setting</p> <p>Ability to quickly analyse problems, prioritise and organise workloads and make effective decisions.</p> <p>Able to work on own initiative or with others on tasks with minimum supervision.</p> <p>Good Communication, presentation and negotiation skills, with the ability to work as part of a team.</p> <p>A proven advocate of excellent</p>	<p>Can use standard applications to process, obtain and combine information - Microsoft Office, Excel, Word, mail merge, and databases</p> <p>Be willing to undertake further training and development as necessary in order to enhance service delivery.</p>

	customer service.  Ability to coordinate projects from development to implementation to completion.	
Experience	Promote participation in sport  provide opportunities for young people to develop skills and confidence  Support young people to progress into positive pathways.  Safeguarding young people's development and engaging and communicating with young people  Experiencing of working with a range of community groups.	Experience of working with elite players in an Academy or an Girls RTC  Work with partners to create safe and strong communities.  Experience working with external agencies, volunteer groups and volunteers.  Experience of applying for and monitoring externally funded projects.
Other Requirements	Access to own Vehicle  Ability and Willingness to work outside of normal hours as of when required  Flexible Approach to Work	

The successful candidate will be subject to an advanced DBS check and appointment is dependent on clearance and obtaining two suitable references

### Equal Opportunities

The Leeds United Foundation values equality and diversity in employment and we pride ourselves on a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability or sexual orientation.

### Applying for the position

Please click the following highlighted link to download the **attached application form** and provide your brief CV and covering letter by email to, Gary Waddington via [gary.waddington@leedsunited.com](mailto:gary.waddington@leedsunited.com)

**Closing Date:** Friday 4<sup>th</sup> May 2018