



## **Argyle Community Trust**

### **Community Coach**

#### **Location: West Cornwall**

##### **Job Description:**

**Hours:** 40 hours per week; evening and weekend work are a requirement of the post

**Salary:** £17,500-£19,000

**Responsible to:** West Cornwall Regional Manager

**Area:** West Cornwall

Argyle Community Trust is looking to recruit a Schools and Community Coach to primarily deliver in a number of schools and **on** community centred programmes. As a registered charity, the Community Trust works, in close conjunction with Plymouth Argyle Football Club, with many people across several sectors where sport has proven to be the ideal tool for creating lasting engagement with individuals. The main focus will be to deliver sport specific and fundamental coaching within primary schools and our extended community provision and to help support the sports participation department.

The candidate must have good, in-depth knowledge of the school curriculum and school sport. Experience of football and multi sports coaching in a wide range of settings, including schools, sports centres and in varied community work for young people aged 3- 14 years old is essential. We would also expect the candidate to have a number of other sports coaching qualifications and be computer literate. In addition to this the coach must be able to undertake key administrative duties that are associated to the role.

**The post is full-time and is offered on a 12 month fixed-term basis as maternity cover starting in January/February 2021, with a strong possibility of extension.**

In your application form and supporting letter/ email you should draw on all relevant aspects of your experience, including paid employment and/or voluntary work and training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification above.

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

**Closing date for applications: Friday 22<sup>nd</sup> January 2021 at 5pm**

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete the attached application form and a covering email to:

[Actrecruitment@pafc.co.uk](mailto:Actrecruitment@pafc.co.uk)

**Key duties will be:**

To promote the Community Trust business, grow and sustain activities in West Cornwall, in accordance with the Participation Business Plan:

- Deliver comprehensive PE, school sport and curriculum-based provision to primary schools within West Cornwall, responsible for fulfilling contractual duties with the schools
- Lead and deliver school programmes working alongside Argyle Community partners
- Ensure all targets and outcomes of a programme are completed
- Complete reports for schools programme
- Lead coaching on Long Term Player Development Centres
- Deliver on holiday courses across Devon and Cornwall
- Liaise with existing partners to retain and expand our business
- Develop new partners through projects and schools
- Sustain current schools contracts and achieve KPIs for new contracts as set out by the Trust
- Complete reviews and session evaluations for schools
- Increase provision and participant numbers as per development plan set out by the Trust.
- Manage and deliver on a number of development centres for the Trust
- Sustain and develop new after school clubs and deliver on after school clubs within West Cornwall areas
- Be willing to work evening and weekends to meet the demands of the job
- Meet key performance indicators

**Administration Duties:**

- Complete all data entry for all participants within the sports participation remit
- Assist VIEWS lead for West Cornwall area, attending meetings set out by Data and Analysis Officer
- Complete office and administrative duties as instructed by line manager
- Work with the Lead Data and Analysis Officer to ensure correct monitoring procedures are undertaken
- Ensure monitoring is completed and daily reports are inputted
- Ensure all work is undertaken in line with GDPR

**Other Duties:**

- Liaise with other full and part-time/casual coaching staff
- Maintain and organise kit and equipment
- Liaise with schools, venues, community groups and partners

PERSON SPECIFICATION	Application or Staff record or CV	Interview	Reference	Presentation
<b>Qualifications</b> <ul style="list-style-type: none"> <li>FA Level 2 Coaching - <b>essential</b></li> <li>FA Youth Award - <b>essential</b></li> <li>Be a member of the FA Licensed Coaches Club - <b>essential</b></li> <li>Hold an up-to-date FA Safeguarding Children and Basic First Aid for Sport (BFAS) qualifications - <b>essential</b></li> <li>DBS Clearance ready - <b>essential</b></li> <li>Hold a Full and Clean UK Driving Licence- <b>essential</b></li> <li>Additional sporting qualifications – <b>desirable</b></li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓			
<b>Knowledge and Understanding</b> <ul style="list-style-type: none"> <li>Understanding of National Curriculum at KS1 and 2.</li> <li>Knowledge of Assessment methodology and National Curriculum judgements.</li> <li>Understanding of measuring impact in sports delivery and sports development.</li> <li>Awareness of afPE standards and requirements</li> <li>Excellent (current) knowledge of the Football community, grassroots football, and local community.</li> <li>An understanding of delivering sport within an education context</li> <li>Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims.</li> <li>Have knowledge and can advise upon a range of delivery needs eg early years, disability, community engagement.</li> </ul>	✓  ✓  ✓  ✓  ✓  ✓	✓ ✓  ✓ ✓ ✓ ✓ ✓	✓  ✓ ✓ ✓ ✓ ✓	✓  ✓ ✓ ✓ ✓ ✓
<b>Leadership Skills:</b> <ul style="list-style-type: none"> <li>Evidence of successfully supporting and developing staff, trainees and apprentices.</li> <li>Proven ability to communicate effectively with adults and children of all ages and develop partnerships.</li> <li>Ability to engage and motivate a team of staff.</li> <li>Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes.</li> <li>Respond positively to feedback and strive for high standards and excellence in all aspects of the role.</li> <li>Challenge non-compliance and uphold Trust Policy and procedures.</li> </ul>	✓  ✓  ✓	✓ ✓  ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓    ✓
<b>Communication:</b> <ul style="list-style-type: none"> <li>Good standard of English in both written and verbal communication.</li> <li>Ability to accurately convey meaning and deliver presentations in a clear, concise and engaging way.</li> <li>Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines</li> </ul>	✓	✓ ✓	✓	✓ ✓

<b>Desirable:</b>				
• Mental Health first aid or similar qualification	✓			
• Higher sports leader award	✓			
• Evidence in supporting coach development	✓	✓		