

**Argyle Community Trust**

**Regional Participation Lead**

**Location: West Cornwall**

**Job Description:**

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

**Salary**: £18,000-£20,000

**Responsible to:** West Cornwall Regional Manager

**Area:** West Cornwall

To establish and develop sustainable opportunities for participation within the local and surrounding area based on local need, as well as supporting the regional managers across the two counties ensuring the activities align with our strategic plans.

The regional participation lead is a full-time post with responsibility to manage, develop and organise participation provisions outside of the schools programme. With a focus on identified areas the post holder will be accountable for linking the work of a designated region into the Trust strategy to maximise delivery to all provisions in the local communities.

The role will involve the increasing sports and activities (predominantly football) for all within the relevant region and will involve managing the growth, retention and opportunities within these areas. The post holder will responsible for co-ordinating staff and community coaches both contracted and sessional.

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.

**The post is full time and is offered on an 12 month fixed-term contract starting in September 2020, with a strong possibility of extension.**

In your covering 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.

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**Closing date for applications: Wednesday 25th September 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

**Key duties will be:**

**Key Duties will include:**

**Lead Participation:**

* Lead on all participation provisions within the region
* Responsible for meeting targets and KPIS as set out by regional manager.
* Coordinate and organise the running and delivery of roadshows, football provisions across the region
* Create new partnerships local businesses/charity and grassroots clubs in region to engage in different programmes and provisions.
* Development and retention of extracurricular sports provisions.
* Recruitment of participants to programmes and provisions.
* Implement all polices and procedures agreed with partners, both ACT polices and partners. Ensure these are communicated with staff and actioned.
* SLA agreements agreed and signed off from both organisations, when working with organisations on provisions.
* Prizes and awards for provisions ordered before events
* All administration and governance in place in accordance to programme.
* Regular review meetings held with each partner.
* Clear efficient communication with partners when required.
* Scheme of work for delivery across all extra curricula provisions linking in with Plymouth Argyle’s DNA
* Develop and strengthen partnership with Plymouth Argyle’s academy so transition of player movement is smooth and professional.
* Session plans created by all staff to expected standards before sessions
* Organisation of centres done with the highest standards with all items communicated with staff regularly and efficiently.
* Constructive feedback towards player given throughout season in the correct manner
* Development dates and forms coordinated each half term with all schools working with in region.
* Development centres register shared with staff, always making sure they are correct each session.
* Fixtures and festivals organised for each centre in line with KPI’s
* Payments and consent is acquired from all participants before sessions
* Implement coaching philosophy and coaching curriculum working closely with the Deputy Scheme Manager.
* Work closely with the Trust’s other area managers to share best practise across all provisions.
* Attend monthly area meeting
* Promote Trust policies and procedures and ensure professional standards are adhered to across all areas of delivery from all staff working in schools.

**Management**

* Directly manage all members of staff working in department.
* Create CPD workshops alongside regional manager to deliver to staff.
* Coach-educate staff and teachers to improve personal skills and develop professionally.
* Ensure the effective use by all appropriate staff of our data recording databases, Views and OpenPlay and ensure General Data Protection Regulations and IT Policies are adhered to.
* Lead on extra curricula financial budget in the area.
* Ensure budget is on track and projects are meeting expectations alongside KPI’s.
* Produce regular reports and maintain comprehensive records regarding extra curricula development.
* Complete KPI trackers to monitor progress.
* Work closely with the Regional manager to provide updates for SLT and Trustees.
* Be responsible for the efficient use and careful husbandry of resources and Trust property including; vehicles, kit and equipment, hardware and facilities ensuring logs and inventories are kept up to date.
* Oversee the Health & Safety and Safeguarding procedures in your designated region and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are in place and delivery is compliant with Trust and FA policies.

**Delivery**

* Deliver sessions in line with national curriculum to an outstanding standard in each centre.
* Delivery in line with PAFC syllabus and DNA
* Contribute to coaching delivery on school, after school and holiday provisions.
* Flexibility to work evenings and weekends as needed.
* Required to provided constructive feedback to staff working with sector.
* Required to provide feedback to parents of the development of their children
* Sessions delivered to highest standard
* Be able to deliver or advise on a wide or specialist coaching such as; participation and elite coaching

**Quality**

* Participate in Argyle Community Trust CPD to support own development and development of others.
* Contribute to the organisation and delivery of CPD events.
* Develop healthy relationships with other staff to allow for a culture of constructive feedback, debate and discussions around coaching development.
* Assist in Ensuring coaching files and HR records are maintained and up to date.
* Work alongside Regional manager to deliver and enforce quality assurance checks
* Uphold Argyle Community Trust’s EDI policy and ensure the principles therein are put into practice.

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| **PERSON SPECIFICATION** | Application or Staff record or CV | Interview | Reference  | Presentation |
| **Qualifications** * FA Level 2 Coaching **- essential**
 | **✓** |  |  |  |
| * FA Youth Award - **essential**
 | **✓** |  |  |  |
| * Be a member of the FA Licensed Coaches Club - **essential**
 | **✓** |  |  |  |
| * Hold an up-to-date FA Safeguarding Children and Basic First Aid for Sport (BFAS) qualifications - **essential**
 | **✓** |  |  |  |
| * Equality and Diversity Module- **essential**
 | **✓** |  |  |  |
| * DBS Clearance ready - **essential**
 | **✓** |  |  |  |
| * AfPE level 3 - **essential**
 | **✓** |  |  |  |
| * Hold a Full and Clean UK Driving License- **essential**
 | **✓** |  |  |  |
| * Additional sporting qualifications – **essential**
 | **✓** |  |  |  |
| * FA mentoring course
 | **✓** |  |  |  |
| * Additional NGB level 2
 | **✓** |  |  |  |
|  |  |  |  |  |
| * Degree in related subject
 | **✓** |  |  |  |
|  |  |  |  |  |
| **Knowledge and Understanding** |  |  |  |  |
| * Understanding of National Curriculum at KS1, 2 and 3.
 | **✓** | **✓** | **✓** | **✓** |
| * Knowledge of Assessment methodology and National Curriculum judgements.
 |  | **✓** |  |  |
| * Understanding of measuring impact in sports delivery and sports development.
 | **✓** | **✓** | **✓** | **✓** |
|  |  |  |  |  |
|  |  |  |  |  |
| * Awareness of PAFC syllabus and DNA
 |  | **✓** | **✓** | **✓** |
| * Excellent (current) knowledge of the Football community, grassroots football, and local community.
 | **✓** | **✓** |  | **✓** |
| * An understanding of delivering sport within an education context
 | **✓** | **✓** |  | **✓** |
| * Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims.
 | **✓** | **✓** | **✓** | **✓** |
| * Have knowledge and can advise upon a range of delivery needs eg early years, disability, community engagement.
 | **✓** | **✓** |  | **✓** |
| **Leadership Skills:** |  |  |  |  |
| * Evidence of successfully supporting and developing staff, trainees and apprentices.
 | **✓** | **✓** | **✓** | **✓** |
| * Experience of successfully managing budgets and track record of delivering within budget.
 |  | **✓** | **✓** |  |
| * Proven ability to communicate effectively with adults and children of all ages and develop partnerships.
 |  | **✓** | **✓** |  |
| * Ability to engage and motivate a team of staff.
 | **✓** |  | **✓** |  |
| * Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes.
 |  | **✓** | **✓** |  |
| * Respond positively to feedback and strive for high standards and excellence in all aspects of the role.
 | **✓** | **✓** | **✓** |  |
| * Challenge non-compliance and uphold Trust Policy and procedures.
 |  | **✓** | **✓** | **✓** |
| **Communication:** |  |  |  |  |
| * Good standard of English in both written and verbal communication.
 | **✓** | **✓** |  | **✓** |
| * Ability to accurately convey meaning and deliver presentations in a clear, concise and engaging way.
 |  | **✓** |  | **✓** |
| * Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines
 |  |  | **✓** |  |
| **Desirable:** |  |  |  |  |
| * Mental Health first aid or similar qualification
 | **✓** |  |  |  |
| * Teaching qualifications – PTLLS (or AET), DTLLS (or DET)
 | **✓** |  |  |  |
| * Higher sports leader award
 | **✓** |  |  |  |
|  |  |  |  |  |
| * Evidence in supporting coach development
 | **✓** | **✓** |  |  |
| * Coach educator
 | **✓** |  |  |  |