



THE LEEDS UNITED FOUNDATION

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

Job Title International Development Coach

Salary: Negotiable

Hours: 37.5 per week (Hours will vary to meet the needs of the business)

Place of work: Worldwide Programme delivery & support

Report To: Development Manager

Description

The international development coach will lead a range of football development / coaching programmes, in a number of international locations as set by their line management.

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

- Programme development will include a range of coaching duties including, school programmes, tournaments, holiday courses and advanced training.
- As per the needs of the programme the successful candidate maybe asked to lead events and monitor / support the delivery of local coaching in set locations.
- In additions to core football development there will be requirement to support a range of special events including sponsor lead activation, tournaments and festivals.
- From time to time the successful candidate will be asked to deliver coaching sessions as part of the internal and external coach education process. Delivering workshops and external CPD required subject to the needs of the programme.
- Developing positive but professional relationships with parents, players, coaches and teachers is imperative. All staff will be guided to manage communication appropriately.
- All members of staff will be trained to work to set standards implementing appropriate policies and procedures to uphold best practice and to safeguard the participant and staff involved in the programme.
- Additional roles may vary subject to programme and location of placement, duties will include responsibilities such as administration, development of power point presentations, online research, session planning & syllabus creation, as well as relationship management of specific projects. This member of staff will also be expected to assist with day-to-day tasks; this could include stock room management. All roles will be subject to change and all responsibilities will be adapted around core work programmes.
- As a representative of The Leeds United Foundation internationally, there will be added responsibility around staff conduct on and off the fields, all staff will be monitored and supported by relevant programme manager and the staff operations manager.

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>UEFA 'B' Licence</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 'A' 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 customer service.</p> <p>Ability to coordinate projects from development to implementation to completion.</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>

	Effective verbal and written communication skills are essential.	
Experience	<p>Promote participation in sport</p> <p>provide opportunities for young people to develop skills and confidence</p> <p>Support young people to progress into positive pathways.</p> <p>Safeguarding young people's development and engaging and communicating with young people</p> <p>Experiencing of working with a range of community groups.</p>	<p>Experience of working with elite players in an Academy or an Girls RTC</p> <p>Work with partners to create safe and strong communities.</p> <p>Experience working with external agencies, volunteer groups and volunteers.</p> <p>Experience of applying for and monitoring externally funded projects.</p>
Other Requirements	<p>Ability and Willingness to work outside of normal hours as of when required</p> <p>Flexible Approach to Work</p> <p>Valid passport – with no record baring travel or visa application to any international destination.</p>	

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

Closing Date: