



Notts County Foundation (NCF) is the independent **charitable** arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of physical activity to improve the health and wellbeing of our local communities.

Our wide range of programmes cover sport, health, inclusion and education to transform the future outlook for many and leading to positive change within people's day-to-day lives. We are also proud to operate the Portland Centre in the Meadows as our community hub and the facility is very much the heartbeat of the Foundation.

We take pride in our long-standing affiliation with Notts County FC, a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our Purpose:

We support people in Nottingham in addressing their biggest social needs by channelling the passion, energy, expertise and status of the Club-Foundation partnership to deliver innovative, inclusive and impactful programmes that transform lives.

Our Personalities:

- We are **Compassionate**: Caring and strongly motivated to make a positive difference to our communities
- We are **Ambitious**: Achieving greater community engagement and impact.
- We are **Collaborative**: Working with and for communities in partnership with like-minded organisations.
- We are **Innovative**: Developing creative solutions to meet community needs.
- We are **Change-Agents**: Facilitating positive behaviour change, better lifestyle choices, systemic change and continuous improvement.

Our impact on the community will be through the following areas of work:

Social Mobility

Health

Education

The Portland Centre



**Notts County
Foundation**
Sport Development

Meadow Lane, Nottingham, NG2 3HJ
nottscountyfoundation.org.uk
Company Registration: 4320737 | Charity Registration: 1091927

Job Description

Job Title: Community Sports Coach (37.5 hours per week)

Salary:

Reports to: Sport & Inclusion Manager

Responsible for: N/A

Location: Portland Centre with Travel Across Nottinghamshire

Document Created (Month & Year) September 2026

Overview of the role

Role Overview:

The **Community Sports Coach** will be passionate about providing high-quality sport and learning experiences across a variety of community settings. You will be responsible for the planning, delivery, and evaluation of sessions across multiple Foundation programmes, including but not limited to:

- Sport and Inclusion Projects e.g. Premier League Primary Stars, EFL Joy of Moving, PL Kicks, Disability and SEND Sessions and Holiday Clubs
- Health Department Projects
- Education Department Projects
- Wider Foundation Projects such as Matchday Support, Competitions, and Events

The successful candidate will have a positive attitude, strong communication skills, and a passion for making a difference in local communities through sport and physical activity.



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Roles & Responsibilities

Coaching and Delivery

- Deliver high-quality sports and physical activity sessions that engage, inspire, and progress young people and adults.
- Lead and assist in coaching activities aligned with project aims and objectives.
- Support the development and delivery of impactful sport and youth engagement sessions in areas of high need across Nottingham and Nottinghamshire.
- Work with individuals and groups from diverse backgrounds, promoting inclusivity, equality, and respect
- Develop tailored coaching plans to meet the unique needs of participants, ensuring activities are accessible and impactful.
- Create safe, enjoyable, and supportive environments where participants can develop physically, socially, and emotionally.

Community Engagement

- Engage, inspire, and empower young people to reach their potential through sport and physical activity.
- Act as an ambassador for Notts County Foundation, promoting its ethos, programmes, and positive community impact.
- Support disadvantaged and underrepresented groups in accessing opportunities for personal growth and community development.
- Collaborate with schools, community groups, partner organisations, and local stakeholders to enhance programme reach and quality.
- Support the organisation of and participate in the delivery of community events, tournaments, and outreach activities to raise awareness of the Foundation's work.

Administrative Duties

- Maintain accurate and up-to-date records of sessions, attendance, and participant outcomes.
- Ensure the Collection of participant feedback and survey's
- Support with the Upload of data onto salesforce.
- Assist programme managers with planning, coordination, and scheduling of activities.
- Ensure all equipment, resources, and venues are maintained, safe, and ready for use.

Safeguarding Key Tasks

Notts County Foundation (NCF) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of Notts County Foundation must ensure that:

- They recognise the position of trust they have by working for Notts County Foundation
- Their behaviours is always appropriate.
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults.
- They follow the procedures for responding to signs and suspicions of abuse.
- In every respect, the relationship they form with children and adults are appropriate



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Training Key Tasks

- To attend regular staff training sessions, be they held in-house or externally
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required commensurate with the grade and level of responsibility for the post.
- Promote the activities of Notts County Foundation
- To support the delivery of other key areas of the business as required.

General Duties

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To follow by Notts County Foundation policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Foundation at all times

Our Package Includes

- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution (upon successful completion of probation)
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to season tickets to Notts County Football Club
- Personal growth is a key and we invest in learning and development opportunities.



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Personal Specification

Category	Essential	Desirable
Education & Qualifications	• Introduction to Coaching Football Qualification & UEFA C Qualification (or working towards) or a Level 1 & 2 qualification (or working towards) in any sport. • English & Maths GCSE at grade 4/ C or above • Relevant experience or professional qualifications in Sports Coaching (any sport) • Positive attitude toward professional development and learning.	• Multi-skills Level 2 Certificate or equivalent. • Level 3 Teaching assistant qualification • Level 3 in supporting PE Delivery
Experience & Knowledge	• Strong written and verbal communication skills. • Experience working with young people in sports or community settings. • Understanding of safeguarding procedures and policies. • Passion for improving opportunities for disadvantaged and underrepresented groups. • Experience Planning & Delivering sport and/or football focused sessions	• Knowledge of Nottingham and Nottinghamshire's diverse communities or another area. • Experience working with hard-to-reach young people. • Experience delivering sports leadership programmes or classroom-based presentations. • Experience supporting extracurricular activities in schools' community organisations. • Familiarity with monitoring tools such as CRM or other programme evaluation systems.
Personal Qualities & Attributes	• Passionate about community engagement and making a positive difference. • Friendly, positive, and courteous attitude. Flexible, helpful, and responsive approach to work. • Commitment to the aims, vision, and values of the Foundation. • Highly motivated, determined, and conscientious. • Ability to work as part of a team and foster good relationships.	
Special Conditions	• Access to own vehicle and a full UK driving licence. Willingness to travel for business reasons. • Willingness to work outside normal office hours, including weekends and evenings when required	





Equality, Diversity and Inclusion

We value the diversity of our staff and welcome applicants from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity, marriage and civil partnership.

Safeguarding Statement

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts Count Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfill its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



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Inspiring active change

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