

## Job Description

### Our Charity

We are an independent, regional sports development charity supporting the people of Nottinghamshire. We use the power of sports and Notts County Football Club to engage and empower local communities and the individuals they serve. Registered charity number 1091927.

<b>Job Title:</b>	Coach
<b>Responsible to:</b>	Programme Managers
<b>Contractual status:</b>	Zero hours
<b>Location:</b>	Various
<b>Document Created (month &amp; Year)</b>	March 2021

### Equality, Diversity, and Inclusion

We value the diversity of our staff and welcome applications 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 and marriage and civil partnership.

### **Notts County Foundation: (NCF)**

Our aim is to provide high quality, accessible, life changing opportunities through sport and physical activity, improving people's health, education, confidence and skills, increasing positive behaviours and bringing enjoyment to the people we work with. To use the power and strength of both Notts County Football Club and sport to engage with the local community.

NCF also manage and operate the Portland Centre, a Nottingham-based community leisure centre based on Muskham Street in the Meadows. With it's swimming pool, sports hall, gym, courts and wider sporting facilities, the Portland Centre is a stone's throw from Notts County FC's Meadow Lane ground, and easily accessible to customers/people who live locally. Operating Portland Centre allows the Foundation the opportunity to serve the local community better. Using the centre as a hub for our programme delivery ensures that people from the Meadows and wider Nottingham community can benefit from using Portland Centre and our support and expertise on a regular basis. In addition, regular centre members can take satisfaction from the fact that their membership fee goes back into supporting our vital projects. It's a leisure membership that's good for the heart, AND the soul!

### Role purpose:

We are looking to increase our team of Coaches. We have a number of roles available to work a variety of shifts which will include days, weekends and evenings. This is a flexible role and we are looking for conscientious and outgoing individuals.

We are seeking motivated individuals to join our team, helping us to deliver on existing projects (Premier League Kicks and Premier league Primary Stars). We are looking for individuals with Sports Coaching qualifications who can inspire young people to fulfil their potential. In this role you will use the influence of sport to deliver positive change in the lives of under-represented or vulnerable groups and individuals within the local community.

### **Key Accountabilities & Responsibilities:**

- To engage, inspire and empower young people to reach their full potential.
- To deliver high-quality sessions that engage, enthuse and progress young people and adults
- To lead and assist in coaching activities to ensure high quality delivery that meets the projects aims and objectives.
- To support the development and delivery of high-quality, impactful sport and youth engagement sessions in areas of high need across Nottingham and the wider Nottinghamshire area.
- Be committed to applying and promoting equality, diversity and inclusion across Notts County Foundation.
- Have a knowledge of Safeguarding procedures and policies.
- Work with individuals and/or groups from a range of diverse backgrounds.
- Promote the Notts County Foundation brand and ethos in a professional, strong and positive manner.
- To understand and implement the Club's Safeguarding policy, procedures and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- A commitment to equality and diversity in the workplace.
- Undertake any other duties appropriate to this role.

### **General Duties**

- To attend and contribute to regular staff meetings
- To participate in the "all staff" NCF appraisal and supervision process
- To follow by NCF 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
- To undertake any other duties that may be required as deemed appropriate

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 NCF must ensure that:

- They recognise the position of trust they have by working for NCF
- Their behaviour 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

## Personal Specification

Category	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>• Hold relevant professional qualifications in Sports Coaching and/or Level 2 Youth Work.</li> <li>• A positive attitude towards professional development and their own learning</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Association for Physical Education (AfPE) Level 3</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• An understanding and passion for improving opportunities for disadvantaged people and underrepresented groups or individuals in our communities.</li> <li>• An understanding of young people's risks, challenges and needs.</li> <li>• An understanding of safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the Nottingham and Nottinghamshire area as well as its diverse communities.</li> <li>• Experience of working with hard to reach young people.</li> </ul>
<b>Personal Qualities/Attributes</b>	<ul style="list-style-type: none"> <li>• A passion for the community and making a difference.</li> <li>• A friendly, positive 'can do' and courteous attitude.</li> <li>• A commitment to the aims, vision and values of Notts County Foundation</li> <li>• Willingness to have a full DBS check.</li> <li>• Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.</li> <li>• Ability to work within a team and foster good working relationships.</li> <li>• Meticulous standards.</li> <li>• Highly motivated, determined and conscientious.</li> </ul>	



**Notts County  
Foundation**  
Inspiring active change



Notts County Foundation  
**The Portland  
Centre**

	<ul style="list-style-type: none"> <li>• Good judgement and knowing when to seek advice or support.</li> <li>• Flexible, helpful and responsive.</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>• Willingness to travel for business reasons</li> <li>• Work outside normal office hours, including weekends, when required</li> <li>• Has access to own car</li> </ul>	

**Our package includes**

- Competitive salary
- 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 a mental Health specialist
- Access to season tickets to Notts County Football Club
- Personal growth is a key and we invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.