



Notts County Foundation

Inspiring active change

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 sport to make a real difference within our local communities.

Our wide range of programmes cover sport, fitness, health, inclusion, NCS and education – transforming the future outlook for many and leading to positive change within people’s day-to-day lives.

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 mission statement is:

We use the power of sport and physical activity to transform the health and wellbeing of local communities.

The mission is underpinned by Notts County Foundation’s **FIVE** core Values

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

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

- Sport and Inclusion
- Health
- Education
- NCS
- The Portland Centre



Job Description

Job Title:	Sport and Inclusion Coordinator
Responsible to:	Sport and Inclusion Manager
Responsible for:	N/a
Location:	The Portland Centre
Document Created (month & Year)	Dec 2021

Overview of the role

The primary focus of Sport and Inclusion Coordinator (SaIC) is to coordinate the successful delivery of a range of Sport and Inclusion programmes, in both educational and community settings. The SaIC will be required to work alongside stakeholders to develop existing and new programmes within the community.

Working with the Sport and Inclusion Manager the SaIC will ensure all project outcomes are met, monitored, and evaluated in line with contractual obligations and local need. The SaIC will then use these results to shape projects, local policy, and practice as well as to develop funded sustainability plans with new and existing funders.

The SaIC will also be required to develop an effective communication method with children, young people, parents, schools, community groups and Notts County Football Club to ensure engagement in projects and programmes that the Charity and The Portland Centre run.

Key Accountabilities & Responsibilities:

- To be responsible for generating new school business through selling our existing offer and identifying new project opportunities across all levels of school education.
- To inspire and educate children through the co-ordination and provision of high-quality coaching across the County.
- To support and develop a holiday coaching programme to maximise generated income for the charity.
- To work strategically with other departmental staff to support existing activities across our S.H.I.N.E outcomes.
- Plan, develop, co-ordinate and manage the delivery of Sport and Inclusion programmes.
- Administer holiday coaching, including the management of the online booking system and acting as point of contact for coaching bookings, queries and payment.
- Establish an effective monitoring and evaluation process for Sport and Inclusion projects.
- Maintain responsibility for Views data inputting, ensuring it is regularly updated for contractual obligations.
- Develop and maintain databases and record keeping procedures for all participants, ensuring these are GDPR compliant.
- When leading, ensure high-quality delivery that inspires and engages all participants, meeting project aims and objectives.
- Use evidence from programmes to make recommendations and shape future delivery through shared learning to better meet the needs of participants.
- Use appropriate data, insight and research to understand the motivations, behaviours and priorities of target audiences
- Develop and deliver a range of sport and physical activity events, festivals and residential opportunities for local community groups and young people



Strategic:

- Develop and maintain effective and positive working relationships with all stakeholders. Work alongside partner organisations to identify opportunities for the development of pilot projects and/or funding bids.
- Produce reports, presentations and information as requested by the Sport and Inclusion Manager, Senior Management or external partners to report against performance targets.
- Work with the Sport and Inclusion Manager and Senior Management to ensure that all strategic objectives are met.
- Attend all relevant meetings, training events etc. as part of personal and business growth.
- Liaise with other relevant departments within NCF, NCFC and across the county to ensure the effective internal and external promotion and communication of programmes and activities. Supporting the delivery of projects and activities of other departments within both organisations.

Staff Management :

- Involvement in the recruitment, induction and timetabling process for staff.
- Responsibility to oversee and drive the performance/quality of coaching undertaken by staff across the Sport and Inclusion project portfolio; including the development of a quality assurance plan and framework to monitor and evaluate delivery.
- To arrange and deliver regular team meetings and training, facilitating the ongoing continuous professional development opportunities for staff.
- Input into timetabling of delivery and appropriate staff to work on that delivery.

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
- To undertake any other duties that may be required as deemed appropriate

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.

Safeguarding Statement

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

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 fulfil 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.



Personal Specification

Category	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Appropriate degree/diploma in Community Development, Sports Science, Sports Development, however exceptions will be made for candidates demonstrating a high level of experience. • Experience of working / volunteering in the sport, physical activity, youth, community or education sector. • Experience of delivering a variety of coaching provisions to the ages of +3 years old. • A minimum of Level 1 Coaching Qualification 	<ul style="list-style-type: none"> • Relevant teacher qualification. • Level 2 Coaching Qualification. • Multi-skill Development in Sport Level 2. • FA Mentoring Adults Qualification. • Level 3 Certificate in Supporting the Delivery of PE & School Sport (AfPE).
Experience / Knowledge	<ul style="list-style-type: none"> • Strong written and verbal communication skills. • Good level of competence in using IT and databases, including Microsoft Office. • Experience of preparation and delivery of workshops. • Competent to collect, analyse and report on data in relation to Key Performance Indicators (KPI's). • Knowledge and/or experience in Primary School Physical Education. • Knowledge and understanding of Safeguarding, equality, diversity and inclusion within programme delivery. 	<ul style="list-style-type: none"> • A good understanding of sport, physical activity and the wider sporting landscape. • Knowledge of the sport development or education sector within Nottinghamshire, with contacts in the sector. • Knowledge of using monitoring software such as Views. • Experience delivering Premier League Primary Stars and KICKS programmes. • Experience of developing funding proposals and seeking funding opportunities.
Personal Qualities/Attributes	<ul style="list-style-type: none"> • Ability to build and maintain relationships with key stakeholders. • High levels of communication skills, both oral and written. • Personable and enthusiastic team player with a strong work ethic and able to work off own initiative. • Strong organisation and problem solving skills and able to prioritise, multi-task and manage own workload. 	
Special Conditions	<ul style="list-style-type: none"> • Has access to own car • Willingness to travel for business reasons • Work outside normal office hours, including weekends, when required 	