



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 mission statement is:

We use the power of physical activity to improve 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

The Portland Centre



**Notts County
Foundation**

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

Job Description

Job Title:	Community Coach (Premier League Kicks)
Salary:	£10 - £15 per hour (depending on experience)
Responsible to:	Sport and Inclusion Manager
Responsible for:	N/A
Location:	Portland Centre (office) across Notts (sessions)
Document Created (Month & Year)	December 2025

Overview of the role

The Community Coach will deliver high-quality sport, physical activity, and learning opportunities across community settings, with a primary focus on the Premier League Kicks programme. The role involves planning, delivering, and evaluating engaging sessions within schools, targeted communities, and Foundation programmes.



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Key Accountabilities & Responsibilities:

- Lead and deliver inclusive coaching sessions for young people aged 8–18 across Nottingham and Nottinghamshire, including evenings and weekends.
- Support delivery of sport, inclusion, health, and education initiatives such as PL Kicks, Premier League Primary Stars, Disability/SEND provision, Holiday Clubs, and “Heading for Goal.”
- Mentor and engage vulnerable or targeted young people, promoting positive behaviour, participation, and personal development.
- Manage challenging behaviour, follow safeguarding, reporting, and referral procedures, and ensure safe, welcoming environments.
- Build strong relationships with participants, volunteers, schools, partners, and community groups.
- Identify and support young volunteers (up to age 24) to encourage social action and positive community role models.
- Support wider Foundation events, matchday activities, competitions, festivals, and community outreach.
- Maintain accurate session records and participant data, gather feedback, and contribute to programme monitoring and evaluation.
- Prepare equipment and venues, uphold Foundation policies, attend training, staff meetings, and support organisational priorities.

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.

A full Notts County Foundation Safeguarding Statement can be found on the next page.



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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 upmost 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.

Filtering and Monitoring Statement and Responsibilities

Notts County Foundation want to ensure a safe and secure digital learning environment for all learners and staff. This includes implementing appropriate filtering and monitoring measures to safeguard children and young people (CYP) from harmful content, online risks, and inappropriate use of digital resources. All staff must remain vigilant and proactive in upholding these measures, adhering to safeguarding policies, and reporting any concerns promptly.

- Ensuring Safe Access: Monitor the use of digital resources to ensure compliance with safeguarding policies and appropriate usage.
- Active Monitoring: Regularly review digital activity identifying potential risks such as cyber bullying, radicalisation, or exposure to explicit material.
- Reporting Concerns: Promptly report any breaches, concerns, or risk related to digital safety to the appropriate safeguarding lead.
- Policy Compliancy: Ensure personal and CYP use of digital systems aligns with the organisations policies.

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.



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Personal Specification

Category	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • UEFA C Qualification/ or Youth Work Level 2 Qualification. • 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. 	
Experience & Knowledge	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	



Personal Specification

Category	Essential	Desirable
Special Conditions	<ul style="list-style-type: none">• Access to own vehicle and a full UK driving licence.• Willingness to travel for business reasons.• Work outside normal office hours, including weekends, when required	

Our package includes:

- Competitive Salary
- 20 days of holiday plus 8 public holidays and extra days off during Christmas period and birthday
- 3% employer pension contribution (upon successful completion of probation)
- Free Gym and Swim membership at The Portland Centre for you and a family member/friend
- 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



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