



Rotherham United Football Club Community Sports Trust

Job Description

Post Title:	Part Time Community Sports Coach
Hours:	10 hrs per week
Based at:	The Goal Zone, New York Stadium
Responsible to:	Head of Community, Sports Development Officer
Responsible for:	Volunteers, casual coaches and/or assistants from employment initiatives

Principal Purpose of Job

To deliver a range of high quality sport and physical activity opportunities that are progressive and reflective of the needs of young people in the local community.

Duties and Responsibilities:

1. To effectively design, plan and deliver a range of high quality sessions in a range of sporting activities that are accessible to all young people.
2. To deliver a range of sporting opportunities at a fundamental level and to Learn to Train phases of the player pathway that are structured, safe, progressive and fun.
3. To work with partner agencies to identify local volunteers from the community and to develop a comprehensive coach education/development programme.
4. To effectively supervise, mentor and direct support staff, volunteers and apprentices.
5. To imaginatively promote local sporting opportunities to young people in schools and community settings.
6. To take positive steps to identify and overcome barriers to participation amongst young people from disadvantaged backgrounds through good coaching practice
7. To assist in establishing Multi sport/skill clubs and new junior clubs/sections after school or in the community
8. To assist in identifying talented young people and encouraging their further development particularly through the creation of strong school – club links.

9. To undertake training and continuous professional development as necessary relevant to the post and further career advancement e.g. tutor training or Level 3 sports specific coaching qualification

10. To assist in the collation of management information and preparation of reports for the steering group and funding agencies.

12. To contribute to developing and maintaining effective and positive working relationships with all partners and community organisations.

13. To respond to general enquiries and deal efficiently with any administrative requirements resulting from the implementation of activities e.g. production of activity registers.

14. To carry out duties in accordance with the employing agency equal opportunities policy, information security policies, financial regulations and the Health and Safety at work Act.

15. To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

Special Conditions

- The post holder will need to have the ability to travel independently across the borough and transport equipment to and from venues.
- -As the post involves working with children / young people the post holder will be subject to an enhanced CRB Check.
- The post will involve working unsociable hours (evenings/weekends).

Person Specification

Community Sports Coach

Personal Skills / Characteristics	Essential	Desirable	Method of Assessment (List code below)	Shortlist Criteria (Tick below)
1. Experience				
A minimum of 1 years experience or equivalent of coaching young people in a range of environments.	E		AF	✓
Experience of planning and organising sporting competitions, events and/or coaching schemes for young people.	E		AF/I/OT	✓
Experience of supervising and mentoring volunteers/assistant coaches.	E		AF/I	✓
Experience of promoting activities		D	AF/I	✓

particularly within schools.				
Experience of working effectively with a range of partners including sports clubs and schools		D	AF/I	✓
Experience of organising sessions for participants for Sport England Priority Groups e.g. people with disabilities/ethnic minorities.	E		AF/I	✓
2. Qualifications & Training				
Minimum of one Level 2 National Governing Body Coaching Qualification	E		AF	✓
First Aid Qualified	E		AF	✓
Good Practice and Child Protection Trained	E		AF	✓
Range of Level One National Governing Body Coaching or Leadership Awards		D	AF	-
3. Special Skills & knowledge				
Excellent communication and interpersonal skills	E		AF/I	✓
Excellent planning and organisational skills				
Knowledge of sports development programmes and player pathways	E	D	AF/I	-
Ability to evaluate sessions and provide quality feedback to participants and coaches / volunteers	E		AF	-
			AF/I	
Ability to prioritise work to meet deadlines demonstrating a methodical approach whilst maintaining attention to detail and accuracy.	E		AF/I	-
Ability to remain calm, efficient and professional whilst working under pressure.	E		AF/I	-
Ability to develop and maintain manual and computerised systems.		D	AF/I	-
Ability to monitor and control financial and non-financial resources.	E		AF/I	-

Ability to produce a basic report.	E		AF/I	-
4. Personal Qualities				
Ability to motivate coaches' officials, volunteers and young players.	E		I/R	-
Ability to work constructively both on own initiative and as part of a team.	E		I/R	-
Conscientious, honest and reliable	E		I/R	-
Friendly & outgoing personality	E		I/R	-
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.	E		I/R	-
5 Personal Circumstances				
Able to work flexibly to meet the needs of the community e.g. evenings, weekends as required	E		AF	✓
The post holder will need to have the ability to travel independently across the borough and transport equipment to and from venues.	E		AF/I	✓
The post holder will be subject to an enhanced Criminal Records Bureau Check.	E			-
6 Physical Requirements				
No serious health problems which are likely to impact upon performance; that is, one that cannot be accommodated by reasonable adjustments.	E		I/R	-
Good sickness/attendance records in current/previous employment, college or school as appropriate, not including absences resulting from disability.	E		I/R	-

Key = AF – Application form, I – Interview, R – References, OT – Occupation Test