



**Job Title:** Community Football Development Coach x 3 positions

(Gosport & Fareham area)

(Portsmouth area)

(Hayling, Emsworth & Chichester area)

**Responsible to:** Head of Football

**Hours p/wk:** 37.5 hours; evening and weekend working essential.

**Salary:** Dependent upon qualifications and experience

**Closing Date:** 19/07/2024 although if the right candidate applies, we may appoint before that date so please apply promptly.

Pompey in the Community is seeking to appoint an enthusiastic, charismatic, and dedicated Community Football Development Coach to work in our Football & Education department. The key role of the Community Football Development Coach is to provide quality coaching sessions to our Junior Premier League development squads, BTEC education programme and to lead on the development of one of our development centres (U7 to U12) in the given areas. The role will also include the implementation and delivery of Saturday morning clubs, after school clubs and holiday courses to increase football participation across the areas we work in. The role will include managing a Junior Premier League development team training on a Monday and Wednesday with fixtures on a Saturday. At times, the role may require you to work within a school environment to support mentoring for individual students or to deliver football sessions to small groups or classes.

**How to apply:** Please send CV and cover letter addressed to HR via email to [HR@pompeyitc.org.uk](mailto:HR@pompeyitc.org.uk) or post to:

HR Officer, Pompey in the Community, Anson Road, Portsmouth, PO4 8TB

Please note that the job will be subject to satisfactory references and enhanced DBS check.

**JOB DESCRIPTION:** Community Football Development Coach

Hours will be flexible, as well as working during the day you will be required to work outside of normal office hours; at evenings, weekends, and Bank Holidays. The role will also include working match days within our Junior Premier League Development programme.

To lead the development and implementation of all coaching & delivery projects within their given area.

This post is full time fixed term for 12 months from the post holder's start date with a view to this being extended if objectives are met.



### **Duties and Responsibilities**

The post holder will be responsible and accountable for:

- Develop and deliver coaching projects within PITC and co-ordinate staff including the implementation and administration of all programmes.
- Assist the Chief Executive and Management Team in providing regular reports for the Trustees' Management Committee meetings and reports for funding partners.
- Establish and maintain good working relationships with other relevant agencies and individuals.
- To actively seek and develop opportunities to sustain and develop the growth of PITC sports & coaching projects.
- Supervise and evaluate projects to assist further grant applications if applicable.
- Monitor budgets for new and existing projects including recommendations for the allocation of funds.
- Ensure all work plans and staff hours are submitted ready to be uploaded to Sports Fusion
- Manage an age group within the Football development programme (JPL)
- Manage or assist with the BTEC education programme which may include matchdays.
- Delivering coaching sessions – these will include breakfast clubs, curriculum time delivery in schools, lunchtime clubs, after school clubs as well as development centres in the evening and school holidays.
- Be part of the boys or girls annual tour to Holland.
- Working with less experienced coaches to aid and support their professional development
- Booking meetings to generate business and promotion of our work.
- Adhering to PITC's Safeguarding Policy, Health & Safety, and Equal Opportunities and all other policies.
- Making sure that your DBS check, Safeguarding Children, First Aid, and any coaching certificates are kept up to date.
- Willing to contribute to your own Professional Development by attending organised courses and finding your own courses where appropriate.
- Ensuring that all registers are properly maintained and returned promptly.
- Any other duties as deemed appropriate by the Trustees.

### **General**

To represent Pompey in the Community and Portsmouth Community Football Club in a professional manner at all times, regarding to uniform, presentation, personal hygiene, attitude, conduct and professionalism. To be able to work flexible and unsociable hours where the role of the job requires including evenings, weekends, and match days



## **PERSON SPECIFICATION DESCRIPTION**

### **Qualifications**

#### **Essential**

FA Level 2 Coaching Football Award (UEFA C Licence)

FA Youth Module 1 (or a willingness to achieve)

In date Safeguarding certificate (or willingness to update asap)

In date First Aid certificate (or willingness to update asap)

Current FA Coaching licence (or willingness to undergo necessary CPD (Continued Professional Development))

Full UK Driving Licence Car owner and willingness to use own vehicle for work

#### **Desirable:**

Multi Skills Level 2

The FA UEFA B Licence

FA Youth module 2 and 3.

Sports related degree

#### **Experience:**

Experience of coaching football to young people. Experience of coaching/working with youngsters

Experience of promoting and recruiting targeted participants onto activities

A proven ability to work under pressure to tight deadlines.

Examples of self-motivation and the ability to work on own initiative.

Excellent communication skills including written, telephone and interpersonal skills.

Proven planning and organisational skills.

Attitude to always strive to overachieve and continuously develop the programme and organisation.

Excellent attention to detail. Commitment to undergo regular CPD

Competent with the use of IT and IT based systems.

#### **Desirable**

Experience of writing reports and coordinating a monitoring and evaluation system.

Experience of recruiting and working with volunteers and casual coaches.

Practical experience of managing information operating systems including monitoring, evaluation and quality assurance frameworks as social network mechanisms including websites.



### **Other Duties**

- To comply with the requirements of the staff handbook.
- Work with commercial and Marketing Manager to install an on-going marketing campaign to publicise project to participants and promote to local media.
- Assist the Chief Executive and Management Team in providing regular reports for the Trustees' Management Committee meetings.
- Any other duties as deemed appropriate by the Trustees.

Pompey in the Community is Portsmouth Football Club's affiliated charity and as such you will be working for a high-profile organisation within the city.

The organisation, alongside the club, have huge ambitions to really embed themselves in the local community. As a result, it is an exciting time to join Pompey in the Community.