



Argyle Community Trust

Regional Participation Lead

Location: West Cornwall

Job Description

Hours: 40 hours per week; evening and weekend work are a requirement of the post
Salary: £18,500 - £20,500 plus benefits
Contract: Permanent position, full time
Reports to: West Cornwall Regional Manager
Area: West Cornwall
Start Date: August 2021

Closing date for applications: Friday 16th July 2021 5pm

The key function of this role is to establish and develop sustainable opportunities for participation within the local and surrounding area based on local need, as well as supporting the regional managers across the two counties to ensure that activities align with our strategic plans.

The Regional Participation Lead is a full-time post with responsibility to manage, develop and organise participation provisions outside of the schools' programme. With a focus on identified areas, the post holder will be accountable for linking the work of a designated region into the Trust strategy to maximise delivery to all provisions in the local communities.

The post holder will be responsible for increasing sports and activities (predominantly football) for all within the relevant region and will involve managing the growth, retention and opportunities within these areas. The role also includes responsibility for co-ordinating staff and community coaches both contracted and sessional.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>

In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification. If you would like further information or wish to discuss the post please contact Actrecruitment@pafc.co.uk

For further information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Key Duties will include:

Lead Participation:

- Lead on all participation provisions within the region.
- Take responsibility for meeting targets and KPIs as set out by the regional manager.
- Coordinate and organise the running and delivery of roadshows and football provisions across the region.
- Create new partnerships with local businesses/charity and grassroots clubs in the region to engage in different programmes and provisions.
- Develop and retain extracurricular sports provisions.
- Recruit participants to programmes and provisions.
- Implement all policies and procedures agreed with partners, both ACT polices and external partners. Ensure these are communicated with staff and actioned.
- Ensure that SLA agreements are created and signed off from both organisations, when working with organisations on provisions.
- Order prizes and awards for provisions prior to events.
- Complete administrative due diligence and ensure governance is in place in accordance with programme.
- Hold regular review meetings with each partner and ensure that the Trust provides clear and efficient communication when required.
- Prepare the Scheme of work for delivery across all extra curricula provisions linking in with Plymouth Argyle's DNA as well as ensuring that session plans are created by all staff to expected standards before sessions
- Develop and strengthen our partnership with Plymouth Argyle's academy so transition of player movement is smooth and professional.
- Provide constructive feedback opportunities towards players throughout the season ensuring these are delivered in the appropriate manner.
- Coordinate and collate development dates and forms each half term with all schools working with in region.
- Share development centre registers with staff, making sure they are accurate for each session.
- Organise fixtures and festivals for each centre in line with KPIs.
- Promote safe practices outlined in Trust policies and procedures and ensure professional standards are adhered to across all areas of delivery from all staff working in schools.

Management

- Directly manage all members of staff working in department and attend monthly area meetings.
- Create CPD workshops alongside regional manager to deliver to staff.
- Coach-educate staff and teachers to improve personal skills and develop professionally.
- Ensure the effective use by all appropriate staff of our data recording databases, Views and OpenPlay and ensure General Data Protection Regulations and IT Policies are adhered to.
- Lead on extra curricular financial budget in the area, ensuring budget is on track and projects are meeting expectations alongside KPIs.
- Produce regular reports and maintain comprehensive records regarding extra curricula development.
- Complete KPI trackers to monitor progress.

- Implement coaching philosophy and coaching curriculum working closely with the Deputy Scheme Manager.
- Work closely with the Regional manager to provide updates for SLT and Trustees.
- Be responsible for the efficient use and careful husbandry of resources and Trust property including; vehicles, kit and equipment, hardware and facilities ensuring logs and inventories are kept up to date.
- Work closely with the Trust's other area managers to share best practise across all provisions.
- Oversee the Health & Safety and Safeguarding procedures in your designated region and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are in place and delivery is compliant with Trust and FA policies.

Delivery

- Deliver high quality sessions in line with national curriculum to an outstanding standard.
- Delivery in line with PAFC syllabus and DNA.
- Ensure payments and consents are acquired from all participants before sessions.
- Contribute to coaching delivery on school, after school and holiday provisions.
- Offer flexibility to work evenings and weekends as needed.
- Provide feedback to parents regarding the development of their children.
- Be able to deliver or advise on a wide range of specialist coaching such as; participation and elite coaching.

Quality

- Participate in Argyle Community Trust CPD to support own development and development of others.
- Organisation of centres done with the highest standards with all items communicated with staff regularly and efficiently.
- Contribute to the organisation and delivery of CPD events.
- Develop healthy relationships with other staff to allow for a culture of constructive feedback, debate and discussions around coaching development.
- Assist in ensuring coaching files and HR records are maintained and up to date.
- Work alongside Regional manager to deliver and enforce quality assurance checks.
- Uphold Argyle Community Trust's EDI policy and ensure the principles therein are put into practice.

PERSON SPECIFICATION	Essential Desirable	Application or Staff record or CV	Interview	Reference	Presentation
Qualifications <ul style="list-style-type: none"> • FA Level 2 Coaching • FA Youth Award • Be a member of the FA Licensed Coaches Club • Hold an up-to-date FA Safeguarding Children • Hold an up-to-date Basic First Aid for Sport (BFAS) qualification • DBS Clearance ready • Hold a Full and Clean UK Driving License • Equality and Diversity Module • AfPE level 3 • FA mentoring course • Additional NGB level 2 	E E E E E E E D D D D	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓		

<ul style="list-style-type: none"> Degree in related subject 	D	✓			
Knowledge and Understanding <ul style="list-style-type: none"> Understanding of National Curriculum at KS1, 2 and 3. Understanding of safeguarding principles and procedures and a commitment to delivering safe practice Current knowledge of the Football community, grassroots football, and local community. An understanding of delivering sport within an education context. Understanding of Equality and Diversity Knowledge of Assessment methodology and National Curriculum judgements. Understanding of measuring impact in sports delivery and sports development. Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims. Have knowledge and can advise upon a range of delivery needs eg early years, disability, community engagement. 	E E E E D D D D D	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓
Leadership Skills: <ul style="list-style-type: none"> Experience of successfully managing budgets and track record of delivering within budget. Proven ability to communicate effectively with adults and children of all ages and develop partnerships. Ability to engage and motivate a team of staff. Respond positively to feedback and strive for high standards and excellence in all aspects of the role. Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes. Evidence of successfully supporting and developing staff, trainees and apprentices. Challenge non-compliance and uphold Trust policy and procedures. 	E E E E D D D	 ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓
Communication: <ul style="list-style-type: none"> Good standard of English in both written and verbal communication. Understand obligations regarding information sharing and GDPR Ability to accurately convey meaning and deliver presentations in a clear, concise and engaging way. Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines 	E E D D	✓ ✓	✓ ✓ ✓ 	 ✓	✓ ✓