



Argyle Community Trust

Inclusion - Lead Coach

Location: Plymouth and surrounding areas

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: Community Engagement Manager
Area: Plymouth and surrounding areas
Start Date: September 2021

Closing date for applications: Friday 10th September 2021 5pm

Argyle Community Trust is a sport for change charity that is committed to providing opportunities that address local needs and combat inequalities within communities across the South West. The post holder will be responsible for delivering sessions, mentoring and helping those most at need through the tool of sport.

The role is a full-time post with responsibility to deliver inclusive activities based within local communities, targeted areas, schools and other community-based provisions to help support physical activity, health, personal development and mentoring. A key element will be focussed around personal support programmes, working with adults and young people in various settings.

The role will see delivery to people with disabilities, those within or on the border of the criminal justice system and people affected by societal issues meaning they can't participate within mainstream activities. The post holder will be a key delivery worker for our PL Kicks programme and will work with multiple partners such as Devon and Cornwall Police, Plymouth Youth Offending Team, Livewell South West and MENCAP. The successful candidate will be passionate about improving the life chances of those who face barriers to playing sport, or accessing education, employment and training.

The key function of this position is to establish and develop sustainable opportunities for participation for people who encounter barriers to accessing mainstream provisions within their local area. In addition, the post holder will work with the Community Engagement team across the region to ensure that activities align with ACT strategic plans.

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/pVDyw3boUP1aHoGu6>

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:

Delivery

- Deliver high quality inclusive sessions at an outstanding standard.
- Be able to deliver and advise on a wide range of specialist coaching.
- Provide constructive feedback to participants, in order to motivate, retain and encourage their development and self-confidence.
- Deliver of mentoring sessions within multiple settings.
- Act as lead coach on disability and PL Kicks provisions within the region.
- Plan, organise and run sessions and events within the remit scope.
- Be available to work during evenings and weekends as required.
- Adhere to the Health & Safety and Safeguarding procedures in your designated sessions and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are understood and adhered to.
- Support the running and organisation of fixtures and festivals for the disability programme.
- Recruit participants onto provisions ensuring all barriers are removed.

Compliance:

- Complete administrative tasks associated with the safe and compliant running of sessions, including registration of participants, attendance registers, collecting participant fees etc.
- Ensure consents are acquired from all participants before sessions.
- Implement all policies and procedures agreed with partners, both ACT policies and external partners; ensure these are communicated with sessional staff and actioned.
- Promote safe practices outlined in Trust policies and procedures and ensure professional standards are adhered to across all areas of delivery.
- Take responsibility for meeting targets and KPIs as set out by the line manager.
- Ensure General Data Protection Regulations and IT Policies are adhered to.
- 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.

Relationships:

- Develop healthy relationships with other staff to allow for a culture of constructive feedback, debate and discussions around coaching development and community outreach.
- Maintain partnerships with stakeholders to support the provisions we offer, diversify our programmes and extend the Trust's reach and reputation.
- Proactively, build relationships with participants in order to improve their confidence, trust and the quality of their experience.

Quality:

- Hold regular review meetings with line manager or project manager to identify problems, issues and suggested improvements.
- Work closely with the Trust's area managers to share best practise across all provisions.
- Participate in Argyle Community Trust CPD to support own development and development of others.
- Identify potential opportunities for case studies and collate relevant information.
- Organise sessions to the highest standards with all items communicated with staff regularly and efficiently.
- 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 | Micro-coach |
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| Qualifications | | | | | |
| <ul style="list-style-type: none"> • FA Level 1 Coaching • FA Safeguarding Children and/or adults at Risk or similar • Basic First Aid for Sport (BFAS) qualification or similar • DBS Clearance ready • Hold a Full and Clean UK Driving License • Equality and Diversity Module • FA Youth Mental Health First Aid • FA Coaching Disabled Football • FA mentoring course • Additional NGB level 2 • FA Level 2 Coaching | E E E E E D D D D D D D | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ | | ✓ ✓ |
| Knowledge and Understanding | | | | | |
| <ul style="list-style-type: none"> • Understanding of how to remove barriers to participation • Understanding of safeguarding principles and procedures (including safeguarding adults at risk) and a commitment to delivering safe practice • Understanding of Equality and Diversity • An understanding of how to support adults experiencing mental health conditions • Current knowledge of how to support participants with SEND • An understanding of delivering sport to participants with a range of needs and disabilities • Some understanding of Argyle Community Trust Strategic and Charitable Aims • Understanding or experience of how to engage with individuals who are disaffected, disenfranchised or living in areas of multiple deprivation | E E E E E E D E | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ | ✓ ✓ ✓ ✓ |
| Delivery Skills: | | | | | |
| <ul style="list-style-type: none"> • Devise inclusive and engaging sessions which can be adapted to a variety of needs and settings • Evidence of successfully supporting people with differing abilities and challenges to participation • Proven ability to communicate effectively with adults and | E E E | ✓ ✓ ✓ | ✓ ✓ ✓ | | ✓ ✓ ✓ |

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| children of all ages and model healthy relationships • Ability to engage and motivate groups of participants • Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes • Respond positively to feedback and strive for high standards and excellence in all aspects of the role • Challenge non-compliance and uphold Trust policy and procedures | E E D E | ✓ ✓ | ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ | ✓ ✓ |
| Communication: | | | | | |
| • Good standard of written and verbal communication • Understand obligations regarding information sharing and GDPR • Ability to select the appropriate communication style for purpose and audience • Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines | E E D D | ✓ ✓ ✓ ✓ | ✓ ✓ ✓ | ✓ ✓ ✓ | ✓ ✓ |