



## **Argyle Community Trust**

**Football Development Manager**

**Location: Newton Abbot & surrounding areas**

### **Job Description**

**Hours:** 40 hours per week; evening and weekend work are a requirement of the post

**Salary:** Competitive and includes benefits

**Contract:** Permanent position, full time

**Reports to:** Head of Education and Employment

**Area:** Newton Abbot and surrounding areas

**Start Date:** January 2022, earlier if possible

**Closing date for applications: Friday 10<sup>th</sup> December 2021 5.00pm**

If you have a passion for developing sports opportunities for people within their local communities then this role with Argyle Community Trust, in partnership with Devon FA, is the perfect role for you. It's the ideal job for an individual with a passion for sport who enjoys motivating others, being out and about amongst local people and who actually wants to have fun whilst they work. The successful candidate will be a leader who has the passion to develop a team of staff. The role offers the right candidate the opportunity to join us in making a positive difference to the lives of people across the South West. The post holder will be responsible for increasing sports and activities within the relevant region(s) and will be involved in growth and retention as well as increasing the range of opportunities within these areas. The role will predominantly but not exclusively be based at our partners the Devon FA Headquarters, Newton Abbot.

Argyle Community Trust is looking to recruit a Football Development Manager to primarily develop and deliver on multiple projects within the area defined. The role will see the manager help recruit participants onto our newly formed Post 16 Football Development Programme based at Devon FA. In a number of schools and also on community centred programmes.

As a registered charity, the Community Trust works, in close conjunction with Plymouth Argyle Football Club and with many people across several sectors where sport has proven to be the ideal tool for creating lasting engagement with a diverse range of individuals.

The main focus will be to deliver sport specific and fundamental coaching ranging from Post 16 to primary schools and our extended community provision as well as supporting the sports

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

The candidate must have good, in-depth knowledge of the school's National curriculum and school sport. Experience of delivering young people's football and Multi skills in a wide range of settings, including schools, sports centres and varied community work for young people aged 3-18 years old, is essential.

We would also expect the candidate to have a number of other sports coaching or teaching qualifications and be computer literate. In addition to this, the coach must be able to undertake key administrative duties that are associated with the role.

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](mailto: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/>**

#### **Management, Recruitment & Stakeholders:**

- Recruit participants onto Post 16 Football Development Programme based at Devon FA.
- Build relationships within the local communities ensuring a pathway for young people into the sports industry.
- Engage with key stakeholders at all levels to help develop partnership as well as developing provisions that meet the needs of the local area.
- Manage employment programmes within the local area including the recruitment of participants, ensuring that communities have access to develop their employability skills and access employment opportunities through the medium of football.
- Develop apprenticeship opportunities within school sectors.
- Develop schools based provisions in primary and secondary including after school clubs.
- Manage a team of delivery coaching staff.
- Manage and deliver on Holiday Activity provision programmes.

#### **Quality**

- Operate under ACT's Health & Safety and Safeguarding procedures and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are in place and delivery is compliant with Trust and FA policies.
- Participate in Argyle Community Trust CPD to support own development and development of others.

- Contribute and take part in training updates and CPD events.
- Develop healthy relationships with other staff to allow for a culture of constructive feedback, debate and discussions around coaching development.
- Ensure quality session planning is in place for Centres and National Curriculum (Schools)
- Assist in ensuring coaching files and HR records are maintained and up to date.
- Undertake Quality Assurance checks in order to maintain high standards and hold staff to account.
- Uphold and actively promote Argyle Community Trust's ED&I policy and ensure the principles are put into practice.

#### **Delivery:**

- Deliver comprehensive Post 16 coaching, PE, school sport and curriculum-based provision ranging from Post 16 education sector to primary schools within the community and take responsibility for fulfilling contractual duties with the schools.
- Delivery on employability provisions
- Undertake apprenticeship assessor role.
- Ensure all targets and outcomes of a programme are completed and complete reports for schools' programme.
- Lead coaching on Player Development Centres.
- Complete reviews and session evaluations for schools.
- Liaise with existing partners to retain and expand our business, increasing provision and participant numbers as per the development plan set out by the Trust.
- Manage and deliver on a number of development centres for the Trust.
- Develop after school clubs and deliver on after school clubs within the local area.
- Be willing to work evening and weekends to meet the demands of the job.

#### **Administrative Duties:**

- Complete all data entry for the remit using the Trust's systems.
- Assist Impact Manager in ensuring impact is measured against the trust strategic aims within the remit.
- Complete all apprentice assessor reviews.
- Complete office and administrative duties as required by line manager.
- Organisation of staff rotas and schedules.
- Organisation of transportation, kit and equipment.
- Take Responsibility for administration duties e.g. referee fees etc.
- Liaise with other full and part-time/casual coaching staff.
- Maintain and organise kit and equipment taking responsibility for efficient use and careful husbandry of resources and Trust property and ensuring logs and inventories are kept up to date.

#### **Other Duties:**

- Support and contribute to wider Trust programmes and projects if required during times of high demand and/or staff shortages if requested by CEO.

PERSON SPECIFICATION	Essential Desirable	Application or Staff record or CV	Interview	Reference	Presentation/task
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Be a member of the FA Licensed Coaches Club</li> <li>• Hold an up-to-date FA Safeguarding Children</li> <li>• Hold an up-to-date Basic First Aid for Sport (BFAS) qualification</li> <li>• DBS Clearance ready</li> <li>• Hold a Full and Clean UK Driving License</li> <li>• FA Level 2 Coaching</li> <li>• UEFA B license</li> <li>• FA Youth Award</li> <li>• Equality and Diversity Module</li> <li>• AfPE level 3</li> <li>• FA Coach Educator or FA Generic Tutor Trained</li> <li>• Additional NGB level 2</li> <li>• Degree in related subject</li> <li>• Mental Health first aid</li> </ul>	<p>E E E  E E E D D D D D D D</p>	<p>✓ ✓ ✓  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>			
<p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Understanding of National Curriculum</li> <li>• Understanding of safeguarding principles and procedures and a commitment to delivering safe practice</li> <li>• Current knowledge of the Football community, grassroots football, and local community.</li> <li>• An understanding of delivering sport within an education context.</li> <li>• Understanding of Equality and Diversity</li> <li>• Knowledge of Assessment methodology and National Curriculum judgements.</li> <li>• Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims.</li> <li>• Have knowledge and can advise upon a range of delivery needs e.g. early years, disability, community engagement.</li> </ul>	<p>E E E E D D D D</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</p>
<p><b>Delivery:</b></p> <ul style="list-style-type: none"> <li>• Devise inclusive and engaging sessions which can be adapted to a variety of needs and settings</li> <li>• Evidence of successfully supporting people with differing abilities</li> <li>• Proven ability to communicate effectively with adults and children of all ages and model healthy relationships</li> <li>• Ability to engage and motivate groups of participants</li> <li>• Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes</li> <li>• Respond positively to feedback and strive for high standards and excellence in all aspects of the role</li> <li>• Challenge non-compliance and uphold Trust policy and procedures</li> </ul>	<p>E E E E E E E</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>	<p>✓ ✓ ✓ ✓ ✓ ✓ ✓</p>
<p><b>Communication:</b></p>					

<ul style="list-style-type: none"> <li>• Good standard of English in both written and verbal communication.</li> </ul>	E	✓	✓		✓
<ul style="list-style-type: none"> <li>• Understand obligations regarding information sharing and GDPR</li> </ul>	E		✓		
<ul style="list-style-type: none"> <li>• Ability to accurately convey meaning and deliver information in a clear, concise and engaging way.</li> </ul>	D		✓		✓
<ul style="list-style-type: none"> <li>• Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines</li> </ul>	D			✓	