



ARGYLE COMMUNITY TRUST
Home Park, Plymouth, PL2 3DQ

Argyle Community Trust

Premier League Kicks Coach

Location: Plymouth and surrounding areas

Job Description

Hours: 40 hours per week; evening and weekend work are a requirement of the post
Salary: £20,000 plus benefits
Contract: Permanent position, Full time
Reports to: PL Kicks Manager
Area: Plymouth and surrounding areas
Start Date: October 2022

Closing date for applications: Friday 16th September, 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 young people and adults in various settings.

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 others. The post holder will also be required to deliver on Community Engagement projects, such as Project 35. 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. In addition, the lead coach will be responsible for the delivery of bespoke female-only Kicks sessions.

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.





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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/>

For more information on the Premier League Kicks programme and all that it continues to achieve, visit: <https://www.premierleague.com/communities/programmes/community-programmes/pl-kicks>

Key Duties will include:

Delivery:

- Deliver high quality inclusive sports sessions to an outstanding standard.
- Provide constructive feedback to participants, in order to motivate, retain and encourage their development and self-confidence.
- Support with the co-ordination and delivery of tournaments, events and workshops.
- Delivery of mentoring and youth voice sessions within multiple settings.
- 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.
- Recruit participants onto provisions ensuring all barriers are removed.
- Understand and demonstrate a willingness to drive sport-for-change.

Compliance:

- Complete administrative tasks associated with the safe and compliant running of sessions, including the registration of participants, in line with GDPR requirements.
- Implement all policies and procedures agreed with partners, both ACT polices 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 Community Engagement Manager and Head of Community Engagement.
- Ensure General Data Protection Regulations and IT Policies are adhered to.
- Be responsible for the efficient use and care of resources and Trust property including; vehicles, kit and equipment, hardware and facilities ensuring logs 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 and parents where necessary in order to improve their confidence, trust and the quality of their experience.
- Provide and encourage regular contact with our key programme stakeholders, to ensure we are doing all we can to produce mutual benefit.





Quality:

- Hold regular review meetings with Community Engagement to identify problems, issues and suggested improvements.
- Participate in Argyle Community Trust staff training 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
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 • Mentoring Qualification/Award • Additional NGB Level 2 • FA Level 2 Coaching 	E E E E E D D D D D D	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓		✓ ✓
Knowledge and Understanding					
<ul style="list-style-type: none"> • Understanding of how to remove barriers to participation 	E	✓			✓





<ul style="list-style-type: none"> • Understanding of safeguarding principles and procedures (including safeguarding adults at risk) and a commitment to delivering safe practice 	E	✓	✓	✓	
<ul style="list-style-type: none"> • Understanding of Equality, Diversity and Inclusion 	E	✓	✓		
<ul style="list-style-type: none"> • An understanding of how to support participants experiencing mental health conditions 	E		✓		
<ul style="list-style-type: none"> • Current knowledge of how to support participants with SEND 	E	✓	✓		✓
<ul style="list-style-type: none"> • An understanding of delivering sport to participants with a range of needs and disabilities 	E	✓	✓		✓
<ul style="list-style-type: none"> • Some understanding of Argyle Community Trust Strategic and Charitable Aims 	D	✓	✓		
<ul style="list-style-type: none"> • Understanding or experience of how to engage with individuals who are disaffected, disenfranchised or living in areas of multiple deprivation 	E	✓	✓		✓
<ul style="list-style-type: none"> • Geographic knowledge of Plymouth, Devon and Cornwall 	D	✓	✓		
<ul style="list-style-type: none"> • Knowledge and experience of using monitoring and evaluation software 	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 	E		✓		✓
<ul style="list-style-type: none"> • Evidence of successfully supporting people with differing abilities and challenges to participation 	E	✓	✓		✓
<ul style="list-style-type: none"> • Proven ability to communicate effectively with adults and children of all ages and model healthy relationships 	E	✓	✓		✓
<ul style="list-style-type: none"> • Ability to engage and motivate groups of participants 	E	✓			✓
<ul style="list-style-type: none"> • Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes 	E		✓	✓	
<ul style="list-style-type: none"> • Experience of dealing with challenging behaviours 					
<ul style="list-style-type: none"> • Respond positively to feedback and strive for high standards and excellence in all aspects of the role 	E		✓	✓	
<ul style="list-style-type: none"> • Challenge non-compliance and uphold Trust policy and procedures 	E		✓	✓	
Communication:					
<ul style="list-style-type: none"> • Good standard of written and verbal communication 	E	✓	✓		✓
<ul style="list-style-type: none"> • Understand obligations regarding information sharing and GDPR 	E		✓		





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<ul style="list-style-type: none">• Ability to select the appropriate communication style for purpose and audience	E	✓	✓		✓
<ul style="list-style-type: none">• Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines	E	✓			

