



ARGYLE
COMMUNITY
TRUST

Job Application Pack

Head Coach Post 16 (Plymouth)





Who we are...

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles.

We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

Our Values

We endeavour to uphold six core organisational values:

Professionalism - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

Inclusivity - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

Respect - we respect our partners, people, and communities and aim to gain the respect of others.

Excellence - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

Honesty - we are open and transparent in all our work and with the communities we serve.

Pride - we are proud of what the organisation and its parent club represent.

What we do...

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults.

We strive to work ethically and transparently in everything we do.

Our Mission

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

Empower people in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

Promote physical participation and wellbeing by encouraging healthier lifestyles and removing barriers to participation.

Inspire supporters to engage with our community outreach programmes.

Improve our systems and structures to ensure we provide quality, efficient services that are value for money.

Understand and measure the impact of our programmes on the community.





ARGYLE COMMUNITY TRUST

Organisation:	Argyle Community Trust
Position:	Head Coach Post 16 (Plymouth)
Location:	Plymouth
Offices:	Home Park, Outland Road, Plymouth, PL23DQ Manadon Sports Hub, 121, St Peter's Road, Manadon
Salary:	£23,000 per annum
Contract:	Permanent, Full Time (enhanced holidays - 30 days + Bank holidays)
Hours:	40 hours per week
Reports to:	Plymouth Post 16 Education Lead

Benefits and Opportunities

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives & progression based on key performance indicators, appraisals and added value to the Trust.

Benefits

- Access to auto-enrolment pension scheme
- Relevant qualifications and training
- Ticket incentives for staff
- An opportunity to buy back on holidays
- Free access to courses for your children (immediate family) across Argyle Community Trust provisions
- Club Kit

Other Benefits

- Holiday allowance based on service, after 5 years of service your holiday entitlement will increase by 1 day each year, enabling you to increase your holiday allowance by up to 4 days
- Private healthcare after two years of service, not contractual but based on how the charity performs

Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

- Work mobile phone with some allowance for personal usage
- Use of company vehicle for work purposes only
- Car Allowance

Apply Now

Closing date for applications: Friday 1st September 2023 5pm

Start Date: As soon as possible

The Role

Based across multiple delivery sites within Plymouth, the role of the Head Coach will be to manage and monitor the implementation and development of the football coaching and games programme to ensure excellence in all areas, as well as overseeing the development and delivery of the coaching staff in line with quality assurance.

The Head Coach will work as part of the Argyle Community Trust Team and be responsible for managing, recruiting, coaching, mentoring and supporting young people. Reporting to the Plymouth Post 16 Education Lead, you will inspire and ensure that every student that undertakes an educational journey with the Trust, will have an opportunity to thrive and succeed. The post holder will be responsible for development pathways and ensuring these allow both male and females the opportunity to participate in Post 16 education and football provisions under the community trust.

There will be some classroom support involved within the post, for which the Trust will provide the relevant training.

The Head Coach will be expected to research current trends of coaching and teaching, player development and industry best practice to inform practice within the education programme. The successful applicant will build relationships across the wider football club including centre of excellence and academy in addition to local leagues to enable effective support to all players and coaching staff and maintain links for future recruitment.

The candidate must understand the importance of monitoring and evaluating impact and be confident in ICT and data entry. This is a part of the role which will help develop the Trust's reports and feedback to its multiple partners.

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 education and engagement with individuals.

Primary Objectives of the Role

- Take responsibility for the selection and organisation of the 3 Post 16 education squads including the day to day running of the first team squad and oversee the quality of all coaching sessions.
- Lead and contribute towards a strategic recruitment process for new cohorts ensuring the minimum baseline of learners are recruited in line with recruitment timelines and agreed numbers as well as ensuring that all learners are retained until the end of each academic year.
- Set and oversee league fixtures and liaise with the National Youth League and EFL CEFA to ensure correct protocols are adhered to.
- Operate under ACT's Health & Safety, Safeguarding and Transport procedures ensuring risk assessments are in place and delivery is compliant with Trust and FA policies.

Key Internal Relationships	Key External Relationships
Participation Manager	School staff, teachers, head teachers
Post 16 delivery staff	National Youth League / CEFA staff
Participation CofE coaches	Facilities Staff
Devon Education Manager	PAFC Academy staff and coaches

Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants on our programmes and promoting 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.

Job Description

Organise and Deliver - Coaching

- Coach large and small groups of learners from a range of backgrounds and abilities and model best practice in coaching.
- Oversee large groups of players from a range of background and abilities, conducting assessments, creating pre-season plans, giving appropriate feedback and maintaining records of players progress and development. Plan additional support as necessary.
- Complete administration and organisational aspects of league fixtures and liaise with the National Youth League and EFL CEFA to ensure correct protocols are adhered to.
- Manage learner behaviour and applying appropriate and effective measures in cases of unacceptable behaviour.
- Carrying out a pastoral role as a personal tutor to players/learners and support classroom activities where appropriate.

Expertise and Quality - Coaching

- Monitor quality assurance across all coaching staff and participate in regular coaching observations and in-service training as part of continuing professional development (CPD).
- Manage player conduct according to ACT Code of Conduct and apply appropriate and effective measures in cases of unacceptable conduct.
- Complete and feedback match analysis.
- Regularly communicate with other ACT staff in terms of player progress and increased opportunities within the wider football club.
- Attend team meetings to monitor, review and evaluate all squads.

Organise and deliver - Recruitment

- Represent the Community Trust at parents' evenings, taster days, open days and careers or education conventions.
- Promote and market courses with schools and U16 Football clubs.
- Interview potential players/learners, conduct diagnostic assessments and give appropriate written feedback to line manager.
- Develop and implement keep warm activities for potential new students.
- Manage Centre of Excellence Under 15 and 16 age groups providing a link into the programme.
- Liaise with colleagues and line manager to support the recruitment of learners and on-going communications in relation to individual progress, engagement and attainment.

Safety and Compliance

- Support the health and safety vetting process to ensure the safety and compliance of all training and match day facilities.
- Organise all health and safety protocols for games including risk assessments and accident reporting.
- Promote safe practices outlined in ACT policies and procedures ensuring professional standards are adhered and safeguarding is at the heart of the role.

Head Coach Responsibilities

- Prioritise health and safety and safeguarding when planning and delivering to ensure that ACT protects the welfare and safety of all staff, volunteers, and participants.
- Enhance the reputation of ACT by creating positive relationships within the local and regional football community.
- Strive for quality and high standards, setting clear expectations and upholding Trust values.
- Take personal responsibility for executing your duties, understanding policies, and following procedures.
- Model best practice.

What we are looking for in our Staff?

- Lead by example
- Treat all colleagues with respect
- Be open and honest
- Bring new ideas to the way we do things
- Listen to and learn from others
- Support and encourage each other to develop
- Embrace new thinking and technologies
- Look out for each other
- Give it everything you've got



What we are looking for in this role.

Qualifications and Experience	
UEFA B Licence	E
Be a member of the FA Licensed Coaches Club	D
Hold an up-to-date FA Safeguarding Children	E
Hold an up-to-date Basic First Aid for Sport (BFAS) qualification	E
The FA Youth Awards Modules 1-3	E
Hold a Full and Clean UK Driving License	E
PCV Driving Licence (D1) (mini bus) or willingness to qualify	D/E
Mental Health first aid / FA Youth award	E
Knowledge And Understanding	
A minimum of two years' experience of delivering football sessions in an FE setting.	E
An understanding of a range of teaching / learning styles to optimise the development of young players.	E
Evidence of session planning and scheme of work creation.	E
Understanding of Equality and Diversity	E
Committed, enthusiastic and passionate about the development of players in the U19 phase.	E
Coach - Skills and Attributes	
Excellent communication skills and the ability to build positive relationships with young people, staff, and parents or carers.	
Ability to engage effectively with adults and children of all ages and model healthy relationships.	
A positive approach to motivating and engaging groups and individual participants.	
Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes	
A passion for education and a commitment to making a difference in young lives	
A creative, can-do and solution-orientated approach to work, with the ability to solve problems	
Staff Skills and Attributes	
Proven relationship-builder at all levels with strong interpersonal skills	
Behave in an inclusive and respectful way, representing the positive EDI values of the Trust	
Ability to accurately convey meaning and deliver information in a clear and engaging way including face to face and in written materials	
Understand obligations regarding confidentiality, information sharing and GDPR	
Good standard of English in both written and verbal communication	



**“Our Mission
is to inspire and make a
positive difference to Devon
and Cornwall Communities.”**

How to apply:

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>. You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only

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 contact ACTrecruitment@pafc.co.uk

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

Closing date for applications

Friday 1st September 2023 5pm

A final word from our staff...

"I love working with different communities every day and seeing how our work makes such a huge difference to peoples' lives. I wake up each day knowing that it'll be totally different to yesterday and that can only be seen as an exciting place to work."

What do you love most about working for the Trust?

"The range of work that happens with opportunities created for diverse groups of people is amazing."

"Every day is different and I enjoy seeing the progress month upon month, year upon year."

"I felt valued and part of something since the first day I started."

"I love being able to make a positive change to peoples' health and lives whether it be mentally, socially or physically. It's always been very rewarding to see somebody progress and excel knowing that you have supported them. It's also great working in and around a football environment and the Club."

"The team we have in my department is absolutely brilliant, they daily go above and beyond what is expected of them, and I love that every day is different."