



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

East Cornwall & North Devon Community Coach

£17,895 per annum

Permanent position, part-time or full-time, to suit candidate
30 hours per week. Evening and weekend work are a requirement of the post





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been our mission to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

Mark Lovell - Argyle Community Trust Chief Executive Officer

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.

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 in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.



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Position:	East Cornwall & North Devon Community Coach
Location:	East Cornwall & North Devon
Offices:	School based/Home Based
Salary:	£17,895 per annum
Contract:	Permanent position, part-time or full-time, to suit candidate
Hours:	30 hours per week
Reports to:	East Cornwall & North Devon Regional Manager

Community coaching with Argyle Community Trust is the perfect role for an individual with a passion for sport who enjoys motivating others, being out and about in their local community and who actually wants to have fun whilst they work. The successful candidate will be part of a great team and this role offers the right candidate the opportunity to join us in making a positive difference to the lives of people across the Southwest. The post holder will be responsible for increasing sports and activities for all within the relevant region and will be involved in the growth, retention and increasing the range of opportunities within these areas.

Argyle Community Trust is looking to recruit a Schools and Community Coach to primarily deliver in a number of schools and also on community centered 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 individuals.

The main focus will be to deliver sport specific and fundamental coaching within 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 KS1 & KS2 National curriculum and school sport. Experience in delivering football and Multi-skills in a wide range of settings, including schools, sports centres and in varied community work for young people aged 3- 14 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.

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.

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, 8 March 2024, 5pm

JOB DESCRIPTION

Primary Objectives of the Role

- Deliver high-quality school programmes working alongside Argyle Community Trust partnered schools.
- Deliver on a number of community and football development programmes for the Trust including coaching on Player Development Centres and delivery on HAF programmes as well as other holiday courses across East Cornwall & North Devon.
- Ensure all targets and outcomes of a programme are completed and work with the Impact team to ensure correct monitoring procedures are undertaken.
- Operate under ACT's Health & Safety and Safeguarding procedures ensuring risk assessments are in place and delivery is compliant with Trust and FA policies.

Delivery and Quality

- Deliver comprehensive PE, school sport and curriculum-based provision to primary schools within East Cornwall & North Devon and take responsibility for fulfilling contractual duties with the schools.
- Provide TA duties within a Primary School during mornings—supporting students with in-classroom lessons.
- Devise inclusive and engaging sessions which can be adapted to a variety of needs and settings.
- Liaise with existing partners to retain our current projects and participant numbers under the guidance of the line manager.
- Deliver after-school clubs within East Cornwall & North Devon and ensure participant numbers are retained.

Knowledge and understanding

- Ensure quality session planning is in place for Centres and National Curriculum Schools, and complete reports, reviews and session evaluations as required.
- Ensure that coaching files are maintained, daily reports are uploaded, and monitoring is completed.
- Sustain current schools' contracts and achieve KPIs for new contracts as set out by the Trust.
- Participate in Quality Assurance checks in order to maintain high standards



Safety

- Know and apply Trust policies on Child Protection, Health and Safety placing the safety of participants and staff at the forefront of planning and delivery.
- Maintain and organise kit and equipment taking responsibility for efficient use and careful husbandry of resources and Trust property; Ensure logs and inventories are kept up to date.
- Participate in Argyle Community Trust CPD to support own development and development of others.

Engagement and Communication

- Engage, motivate and inspire groups of participants.
- Establish professional working relationships with schools, venues, community groups and partners.
- Develop healthy relationships with other staff to allow for a culture of constructive feedback, debate and discussions around coaching development.

Responsibilities

- Prioritise Health and Safety and Safeguarding when planning and delivering to ensure that the Trust protects the welfare and safety of all staff, volunteers and participants.
- Take personal responsibility for executing your duties, understanding policies and following procedures.
- Enhance the reputation of the Trust by creating positive relationships within local and national networks.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.



PERSON SPECIFICATION






Qualifications and Experience	
FA Level 1 Coaching Qualification	E
Be a member of the FA Licensed Coaches Club	E
Hold an up-to-date FA Safeguarding Children	E
Hold an up-to-date Basic First Aid for Sport (BFAS) qualification	E
Full clean driving License	E
FA Level 2 Coaching Qualification	D
AfPE Level 3	D
FA Coach educator or FA Generic Tutor Trained	D
Additional NGB Level 2	D
Mental Health first aid / FA Youth award	D
Knowledge And Understanding	
Understanding of National Curriculum at KS1 and KS2	E
Understanding of safeguarding principles and procedures and a commitment to safe delivery	E
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Knowledge of Assessment methodology and National Curriculum judgements	E
An understanding of delivering sport within an education context	E
Understand how to engage, motivate and develop learners	E
Coach / Tutor 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	
A passion for education and a commitment to making a difference in young lives	
Ability to create a strong team culture and work independently	
Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes	
Staff Skills and Attributes	
Proven relationship-builder at all levels with strong interpersonal skills	
Behave in an inclusive and respectful way, always 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 presentations and written materials	
Understand obligations regarding confidentiality, information sharing and GDPR	
Good standard of English in both written and verbal communication; effectively conveying information at an appropriate level at an appropriate level	
Respond positively to feedback and strive for high standards and excellence in all aspects of the role.	

RELATIONSHIPS

Key Internal Relationships	Key External Relationships
East Cornwall & North Participation Manager	School staff, teachers and headteachers
East Cornwall & North School's Lead	Venue providers
Safeguarding Officer	Facilities staff
East Cornwall & North Football Development Lead	



BENEFITS - WHY WORK FOR US?

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

-  Relevant qualifications and training
-  Ticket incentives for staff
-  An opportunity to buy back on holidays
-  Free access to courses for your children across Trust provisions
-  Club kit






Other Benefits

-  Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four 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



Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust

Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ

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Scan to view our 2022/23
Impact Report



SCAN ME

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Registered Charity Number 1128906
VAT number 406591203



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