



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

North Devon School and Community Coach

£22,283 per annum | Permanent full-time | 35 hours per week





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been our mission has been 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.



Position:	North Devon School and Community Coach
Location:	North Devon (Okehampton, Holsworthy & Chumleigh)
Offices:	Launceston Office/Remote working/School-based
Salary:	£22,283 per annum
Contract:	Permanent, full-time
Hours:	35 hours per week, evening and weekend working may be required
Reports to:	East Cornwall and North Devon Regional Manager

Argyle Community Trust (ACT) is seeking a passionate and enthusiastic individual for the role of Community Coach. This is an ideal opportunity for someone who loves sport, enjoys inspiring others, and thrives on being active within their local community.

As part of a dynamic and supportive team, the successful candidate will play a vital role in helping ACT make a positive impact on individuals and communities across North Devon. This position focuses on expanding access to sport and physical activity for all, contributing to the growth, development, and diversity of opportunities in the region.

We are looking to recruit a Schools and Community Coach who will primarily deliver sessions in a variety of school settings, as well as support community-based programmes including football development programmes and half-term camps.

As a registered charity, Argyle Community Trust works closely with Plymouth Argyle Football Club and partners across multiple sectors, using sport as a powerful tool to foster long-term engagement and community development.

A key responsibility of this role is to identify, establish, and maintain sustainable participation opportunities tailored to local needs, while also supporting regional delivery across North Devon and East Cornwall to ensure alignment with ACT's strategic goals.

The ideal candidate will have a strong understanding of the KS1 and KS2 National Curriculum and school sport. Proven experience in delivering football and multi-skills activities to children aged 3–14 in a variety of settings—including schools and leisure venues—is essential.

Applicants should also hold relevant coaching or teaching qualifications across multiple sports and possess strong digital and administrative skills to support the wider responsibilities of 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://hr.breathehr.com/v/north-devon-school-and-community-43480> 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 - Sunday, 2 November 2025

Shortlisting - Monday, 3 November 2025

Interview Date -Tuesday, 11 November 2025

JOB DESCRIPTION

Primary Objectives of the Role

- Deliver high-quality school programmes working alongside ACT partnered schools.
- Deliver on a number of community and football development programmes for the Trust including coaching on Player Development Centres and delivery on Time2Move programmes as well as other holiday courses across North Devon.
- 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 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.

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 school 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 Safeguarding and 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 ACT 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

Core 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	E
AfPE level 3/HLTA Level 3 qualification	E
Hold an up to date FA First Aid & FA Safeguarding qualification	E
Full clean driving license	E
FA Level 2 Coaching Qualification	D
AfPE Level 3	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
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

Core 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 Regional Participation Manager	School staff, teachers and headteachers
East Cornwall Football Development Programme Lead	Venue Providers
Designated Safeguarding Officer	Facilities Staff
East Cornwall Community Staff	



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
-  Healthcare Cash Plan after successful completion of probation, 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
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