



SECTION	HR
POLICY /PROCEDURE	Job Advert, Job Description & Person Specification
DATE OF ISSUE	1st August 2018
DATE OF REVIEW	N/A

Organisation: Club Doncaster Foundation

Position: Development Coach

Responsible to: Sport Development Officer, Participation Development Manager, Head of Foundation

Responsible for: Participation Programme (Schools and Social Inclusion)

Starting Salary: £15,000 pro rata

Contracted hours: Part time (0.7) contract. The candidate will be required to have a flexible approach to working hours, events, evenings, weekends and such hours as necessary.

Location: Keepmoat Stadium, Stadium Way, Doncaster, DN4 5JW

Closing Date: Friday 10th August (5pm)

Interviews: 16th or 17th August

Start Date: September 2018



General purpose of the post:

To take the lead role in the delivery of sports and participation provision on behalf of the Foundation in schools and community settings. Acting as the day to day contact for key partners in the delivery setting. Working closely with the wider Foundation team, developing the quality of our service across all products. Provide mentoring support to apprentice coaches and volunteers who will assist in the delivery of coached activities.

How to apply:

Send a covering letter stating how you meet the roles and responsibilities and a CV to: Kirsty Cavanagh (kirsty.cavanagh@clubdoncaster.co.uk) by 5pm on 10th August.

Important information

The mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Club Doncaster Community Sports & Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Employment will also be subject to two satisfactory written references.



Department:	Community
Job Title:	Development Coach
Salary:	£15,000 pro rata
Contract type:	Part time (0.7)
Hours:	The candidate will be required to have a flexible approach to working hours, events, evenings, weekends and such hours as necessary.
Responsible to:	Participation Development Manager, Sport Development Officer
Location:	Keepmoat Stadium, Stadium Way, DN4 5JW
Regular working hours:	Foundation office hours are Monday to Friday 9.00am – 5.30pm. With this post there is an expectation to work weekends & unsocial hours as part of an irregular working pattern

Purpose of the post:

To take the lead role in the delivery of sports and participation provision on behalf of the Foundation in schools and community settings. Acting as the day to day contact for key partners in the delivery setting. Working closely with the wider Foundation team, developing the quality of our service across all products. Provide mentoring support to apprentice coaches and volunteers who will assist in the delivery of coached activities.

Key Duties and Responsibilities:

- To lead the delivery of Club Doncaster Foundation projects within schools and community settings to a range of abilities and targeted groups.
- To monitor and record participation levels of sports sessions delivered through the appropriate reporting system.
- To develop through delivery the quality of all Club Doncaster Foundation products including those funded by key partners.
- To ensure the planning of all sessions are complete and meet the outcomes of each individual programme of work.
- To play a key role in the development of apprentice coaches supporting their learning and providing positive opportunities for them to succeed.
- To support effective communication between Club Doncaster Foundation and our key partners, ensuring key messages reach the intended audiences.
- To monitor equipment safety, quality and suitability for use across all coaching staff, supporting the high quality delivery from all Club Doncaster Coaches.
- To promote appropriate opportunities across a range of Club Doncaster activities, including holiday camps, NCS and Academy sessions for those who are gifted.
- To support in the delivery of school holiday activities across a range of Club Doncaster Foundation products.
- To take ownership of personal CPD and necessary qualification in line with the job role.
- To ensure equality of opportunity is afforded to all persons both internal and external, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
- Carry out duties in accordance with all relevant company policies
- Act at all times with utmost good faith to the Organisation
- Devote full attention and ability to fulfilment of the duties required by the role
- Other duties as reasonably requested by a member of the senior management staff
- To work closely with partnership organisations, to maintain good relationships and collaborative working practices
- To work with colleagues throughout Club Doncaster to extend knowledge and skills in order to identify and develop best practice
- Deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Carry out general office duties including data recording, filing, photocopying, sending and receiving emails
- Ensure all policies and procedures are adhered to
- Active participation on continuing professional development and the appraisal process
- Promote the brand identity and increase Club Doncaster fan base throughout
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To maintain the quality of service provision, regularly evaluating work and seeking to make improvements
- Present a professional image when dealing with both internal and external contacts and partners, acting in a professional manner at all times
- To be aware and comply with the Health and Safety at Work Act
- To carry out responsibilities with due regard to Equal Opportunities
- To cover as and when required at other departments within the Club Doncaster Group
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- Any other duties commensurate with the grade and falling within the scope of the post, as requested by Chief Operating Officer and/or Executive



Staff competencies:

Our Values

- We are professional in all we do
- We manage our business with respect and integrity
- Pride, passion and performance
- Open, honest brave
- Consistent innovation in all we do
- Energy, enthusiasm, humility
- Win-win relationships

Putting our clients first

- Demonstrates a thorough understanding of the services across Club Doncaster and how these relate to and are affected by the needs and objectives of the organisation
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met
- Develops positive relationships with clients, handling dissatisfied or awkward clients effectively
- View the resolution of clients' problems as an opportunity to retain and secure future business
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

Getting things done

- Performs all assigned tasks and procedures efficiently and in a timely manner
- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed
- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency
- Uses initiative to act without constantly referring to others and perseveres with repetitive and mundane tasks

Flexibility

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Put forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

Communication skills

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language
- Uses the correct communication technique to suit the situation

Managing Self /Relationships

- Develops open and effective relationships with all colleagues
- Awareness of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Share information and keeps all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keep difficulties in perspective and maintain performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer
- Aware of the goals and targets of Club Doncaster ensuring actions contribute towards achieving them

Important information

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Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance if



they are intending to do business mileage for Club Doncaster. It is the employee's responsibility to ensure up to date documentation is provided to Club Doncaster.

Club Doncaster is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is may be subject to Enhanced Criminal Records Bureau (CRB) checks. Clearance through The RFL DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Personal Skills/Characteristics	Essential	Desirable	Method of Assessment (List Code Below)
Experience			
A minimum of two years coaching experience	X		AF/I
Working in primary schools as a sports coach to national curriculum outcomes	X		AF/I
Proven leadership skills and experience of working with challenging groups of young people		X	AF/I
Ability to plan, prepare and evaluate coaching session plans	X		AF/I
Good understanding of Club Doncaster Foundation and our goals		X	AF/I
Working with hard to reach groups keeping them engaged in activities		X	AF/I
A National Governing Body recognised level 2 coaching qualification	X		AF/I
A minimum of FA Level 1 football coaching qualification	X		AF/I
Association for Physical Education Level 3 (or working towards)		X	AF/I
First Aid		X	AF/I
Safeguarding		X	AF/I
Full UK Driving Licence		X	AF/I



Special skills and knowledge			
Be familiar with Microsoft office programmes		X	AF/I
Previous use of sports monitoring and evaluation systems		X	AF/I
An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community		X	
Knowledge of the National Curriculum for Physical Education	X		AF/I
Knowledge of the Premier League trust and programmes their funded programmes		X	AF/I
Personal qualities			
A child / young person friendly and centred approach to all delivery.	X		I
A professional approach when working with schools and their staff.	X		
Positive attitude with the ability to motivate and enthuse individuals and groups.	X		AF/I
Punctual and able to manage a varied workload	X		
Personal circumstances			
Ability and willingness to work outside normal hours, including evenings and weekends.	X		
Ability to travel independently	X		I
Physical Requirements			
No serious health problem which is likely to impact upon the job performance; (that is, one that cannot be accommodated by reasonable adjustments)	X		AF/I/R
Good sickness / attendance record in current / previous employment, (not including any absences resulting from disability)	X		R

- * AF = Application Form
- I Interview
- R Reference
- CQ Certificate Qualification

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required. Club Doncaster Community Sports & Education Foundation is an equal opportunities employer.



How to apply:

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Kirsty Cavanagh (kirsty.cavanagh@clubdoncaster.co.uk)

By Friday 10th August (5pm)

