



COMMUNITY COACH APPLICATION PACK

This role is funded through UK Year of Service in partnership with NCS and the EFL Trust. UK Year of Service placements offer paid work that pays back. By joining this programme, you'll become part of a member network across the country; all working to gain experience, develop skills and deliver a positive social impact. Find out more here [UK Year of Service | Paid work that pays back.](#)

To apply for the role please click [here.](#)

WHO WE ARE

Bradford City FC Community Foundation was set up in 1988 by the PFA. Their initial aim at that time was to promote BCFC in the community by increasing the fan base and awareness of the Club. The Foundation now offers football and multi-sport coaching provision, holiday camps, penalty shoot outs, traineeships, football education courses, community projects, and in 2000, developed its own disability football club, satellite disability sessions and education provision, which covers over 150 participants on a regular basis. We have recently opened the City Hub which has allowed us to open up our provisions to even more members of the community. The Foundation also delivers a range of projects aimed at 'football-minded' people, with the aim of encouraging them to become more involved in coaching, participation, intergenerational activities and inclusion projects that target the whole Bradford district, through the themes of Sports Participation, Health, Education, Social Inclusion and Disability. The Community Foundation still works with schools, but over the years has extended its reach into the community working with groups and individuals of all ages, races, backgrounds, beliefs and abilities and is a well-liked organisation in the community.

ABOUT THE PROJECT

This role is funded through the UK Year of Service in partnership with NCS and the EFL Trust.

COMMUNITY COACH

Contract Length: Fixed term for 9 months

Contract Hours: 08.45 – 16.30 (flexible when required). Minimum target of 20 hours in school provision if this role is not in conjunction with any other role

Start Date: Immediately

Location: Bradford City Football Club Community Foundation

Reporting To: Chief Executive(s) / Community Manager(s)

Salary/Hourly Pay: Real Living Wage

ABOUT THE ROLE

The Community Coaches role will be key to success and growth of the Community Foundation. Allowing the new charity to expand operations and continue to deliver high quality school-based and community sessions.

This role will be undertaken for an initial 9 months, with the potential for this to become a full-time role.

CORE RESPONSIBILITIES

- To provide coaching to children in school's curriculum time including PL Primary Stars
- To provide coaching to children at breakfast clubs, lunchtime clubs and after school's clubs.
- The delivery of Sponsored Penalty Shoot Outs/Assemblies
- Delivery of Ground Tours.
- To provide coaching to children at Soccer camps.
- To endeavour to engage new schools to provide coaching in
- To keep accurate records of your sessions, recording them in the diary and endeavouring to fill any gaps in your day.
- To keep accurate registers, clearly marking the register with school class, date, time and type of session.
- To keep the offices tidy, maintain all kit and equipment
- To be engaged with their own continuous professional development (CPD) and attend relevant training courses to improve their coaching delivery, as agreed by line manager.

- To respect the rights of all participants and ensure that their well-being and safety are considered at all times.
- Take an active role in any other duties required to deliver the outcomes and targets of Community Foundation

The Community Coach will be accountable for the welfare of children and vulnerable adults under their responsibility in line with the Foundation's Safeguarding Children and Vulnerable Adult Policy.

We also expect individuals to embrace equality, diversity and inclusivity in order to facilitate a consistent, co-ordinated and embedded approach to fairness and opportunity across the Foundation.

Please note that this job description serves only as a guideline for your responsibilities and is not a definitive list. As with any small, developing organisation, staff roles can be subject to change to meet new priorities and therefore you may, on occasions, be required to take on other responsibilities as necessary.

PERSON SPECIFICATION

- Passionate about people and have a genuine respect for views, talents and expertise of others.
- A child / young person friendly and centred approach to all delivery.
- Acts with integrity always
- A willingness to learn and develop as an individual.
- Positive attitude with the ability to motivate and enthuse individuals and groups.
- Punctual and able to manage a varied workload

Bradford City FC Community Foundation is committed to safeguarding all individuals involved with the organisation from harm. As part of this we have a commitment to safer recruitment, selection and vetting references in line with principles, legislation and guidance from our policy. All individuals who work for Bradford City FC Community Foundation must undergo an Enhanced Disclosure and Barring check.

PERSON SPECIFICATION

It is a requirement of the post holder to:

- Observe and actively maintain our Health and Safety policy.
- Report any accidents to the venue and to the Community Manager in the appropriate manner.
- Provide adequate control of the health and safety risks arising from our work activities.
- Ensure safe handling and use of substances.
- Consult with the Community Foundation Manager on matters affecting your own and others' health and safety.
- Provide and maintain safe equipment.
- Keep up to date with information, instruction and supervision around health and safety.
- Ensure competency in tasks and training.
- Prevent accidents and cases of work-related ill health.
- Maintain safe and healthy working conditions.

TRAINING AND ASSESSMENT

If you are successfully shortlisted, you will be invited to one to one interview. If you are subsequently offered a role, it is important to note that training is mandatory. Where possible, training will take place in the local area where you will be working. The final details of training will be shared with you if you successfully pass the assessment stage.

This role is funded through the UK Year of Service in partnership with NCS and the EFL Trust. The successful candidate will become a member of the Year of Service Programme UK Year of Service participants will receive 20% off the job training and support. This will include, but not be limited to;

- Club Induction

- Needs analysis, looking at areas the individual will want to develop and improve.
- Access to Skills Builder and Youth Employment
- CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the sector.
- A club mentor/weekly mentoring session
- Reflection and action plan setting - Regular reviews with manager
- Appraisal after 3 months
- Employability skills and job readiness coaching
- Attendance at 2 Member conferences, residential with overnight stay
- Formal and informal training – e.g., coaching qualifications. A digital member hub will provide opportunities for self-directed learning.
- Online Learning Sessions: NCS will deliver online learning and insight sessions.

HOW TO APPLY

All applicants should complete the [application form](#). Please ensure you read the job description thoroughly and understand the requirements for the role you apply for. If you are shortlisted, you will be contacted. We are unable to provide feedback instantly. If you would like to talk to someone in our team about the role then please email (insert your email) or call on (insert your mobile number).

GENERAL STATEMENT

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.

Bradford City FC Community 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.