



PREMIER LEAGUE LEAD: APPLICATION PACK

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

## WHO WE ARE

Bradford City F.C. 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, the National Citizen Service programme, 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. The Foundation also runs a range of projects aimed at 'football-minded' people, with the aim of encouraging them to become more involved in coaching, participation, inter-generational 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 Premier League Programmes

Bradford City F.C. Community Foundation are looking for a dedicated, hard-working and adaptable Premier League lead to add to our ever-growing team. The role may include the opportunity to work evenings and weekends, dependent upon the demand of the Community Foundation. As part of our Premier League programmes, we deliver Premier League Primary Stars and Premier League Kicks. Working closely with the Premier League, the individual would be required to meet KPI's and internal targets.

## Premier League Lead

**Contract Length:** Permanent

**Contract Hours: 35 Hours per week-** Monday to Friday, 8am-9pm (possible weekend work)

**Start Date:** ASAP

**Location:** Bradford, Leeds and surrounding areas. Office based at Bradford City Football Club.

**Reporting To:** Director of Sport/ Business Manager

**Salary/Hourly Pay:** £23,500 - £24,500

**Grade:** D.3

## ABOUT THE ROLE

The Premier League lead will oversee the Premier League Primary Stars and Premier League Kicks programmes. The individual will be working towards set KPI's agreed with the PL at the start of the academic year. The PL lead will manage staff who are working on the PL projects, ensuring quality assurance of staff is undertaken three times per year.

## CORE RESPONSIBILITIES

- Liaise with the Premier League regarding KPI's set out at the start of the year
- Report monthly to the director of sport/ business manager with an update on the programme
- Ensure quality assurance of staff and the programme including carrying out assessments
- Complete the mid-year and end-of-year PL reports
- Network with other CCO's to better the programme
- Ensure VIEWS/Sales Force is kept up to date monthly
- Manage and support staff who deliver on Premier League programmes to ensure compliance against the contract
- Adhere to all company policies and procedures, with a key focus on safeguarding, EDI and health & safety
- Monitor and escalate any safeguarding concerns to the DSO and support with action plans for

vulnerable children or young people

*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 organisations, 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**

Essential:

- Previous and demonstrable coaching experience with young people
- Level 2 qualification in a sport (e.g. football, cricket, basketball etc)
- An ability to effectively communicate, both verbally and written (including electronically) ● Organised and reliable
- A passion for working with children and young people and supporting their development ● Committed and driven to the aims and objectives of the Community Foundation ● An awareness and understanding of all Community Foundation policies
- IT skills, including spreadsheets
- Report writing skills
- Innovative and strategic thinking to create new ideas for the programme
- Experience of delivering PE
- Experience of public relations, promotion and marketing
- Ability to function in a team
- An up to date first aid qualification
- Up to date safeguarding training

Desirable:

- AFPE Level 3
- Sport specific Level 3 (e.g. UEFA B license)
- FA Youth Modules
- Delivering on PL Programmes previously
- Experience of project management
- Full driving license

**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 Enhance Disclosure and Barring check.**

## **TRAINING AND ASSESSMENT**

If you are successfully shortlisted, you will be invited to an interview process that may involve a practical assessment. If you are subsequently offered a role on our programme, 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.

## **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 [craig.farrand@bcfccommunity.co.uk](mailto:craig.farrand@bcfccommunity.co.uk) or call on **01274-706850**