



FOUNDATION



1876

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CASUAL

Community coach

Application Pack 2024

Role Profile - Casual Community Coach

Role Reports to: Department Managers **Contract/ Hours:** Casual - Zero Hour Contract

Pay Scale: Minimum wage **Expected Start Date:** 22/07/2024 **Interviews:** At the earliest opportunity

Job Purpose

Port Vale Foundation are looking to recruit new sports coaches during the summer holidays to help with the increased demand for our Summer Holiday Camps.

We are seeking individuals who are highly motivated to help support the delivery of our exciting summer of sports, experiences and activities including football and multi-sports camps.

The role will involve leading sessions, supporting young people throughout the day and working with partner agencies to deliver the highest quality experience for young people.

We will be delivering our Holiday Camps from Monday 22nd July- Friday 30th August. Hours will vary each day, in line with child numbers and subject to camp needs. However, typical working hours are from 8.30am-3.30pm, Monday – Friday for football camps and 9.00am-2.30pm for multi-sports camps.

Additional hours may also include community work involving early evenings and Saturday morning sessions.

Key Duties / Responsibilities

- To plan, organise and deliver high-energy, fun and inclusive sessions and activities in a safe and structured environment
- To work with young people aged 6 and upwards and be responsible for their experience, safety and learning
- To complete and follow risk assessments and ensure that reasonable steps have been taken to protect participants at all times
- A willingness to liaise with parents, delivering high quality customer service
- To ensure the correct procedures are adopted in the event of an emergency
- To be confident and qualified to give first aid treatment where necessary (training provided)
- To represent Port Vale Foundation in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism.

Key Skills & Experience

- Experience of delivering sports sessions/ holiday camps
- Self-motivated and have a passion for coaching / youth work
- Experience with working directly with children or young people
- Experience in sport/youth work/ play/ education
- Experience of working as part of a team
- Excellent verbal communication skills
- Reliable with strong time management

General

- To be aware of and comply with current Health and Safety Regulations and the Foundations Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
- To undertake any appropriate training as required.
- To maintain awareness of risks and feed these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
- To be aware of and adhere to the Foundations codes of conducts.
- To undertake any other duties that may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post.
- To be aware of our Company Policies and Procedures which may be updated from time to time; to ensure that your actions and behaviour are consistent with and champion the requirements of those policies and procedures at all times

Disclosure of Criminal Convictions

If you are offered appointment to this post, you will be required to obtain an enhanced disclosure from the Criminal Records Bureau.

Person Specification - Casual Community Coach

	Essential/Desirable	How Assessed
Relevant Experience		
Previous experience of assisting with the delivery of fun and inclusive sports activities for children	Essential	Interview/CV
Previous experience of leading a group in a multi-sport/ football setting	Desirable	Interview/CV
Formal Academic Qualifications		
GCSE Maths and English C+	Essential	CV/Certificates
Further Education around Sports Coaching and Development	Desirable	CV/Certificates
Vocational Qualifications and Training		
First Aid & Safeguarding Certificates	Essential	CV/Certificates/Interview
Enhanced DBS Check	Essential	CV/Certificates/Interview
Specialist Knowledge		
Qualified Level 1 coach	Essential	CV/Certificates/Interview
Qualified Level 2 coach	Desirable	CV/Certificates/Interview
Job Related Skills and Abilities		
Be able to communicate effectively with participants, customers, visitors and staff	Essential	Interview/CV
Ability to work under own initiative and be pro-active	Essential	Interview/CV
Physical Requirements and Personal Attributes		
To represent Port Vale Foundation Trust in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism	Essential	Interview/References
Enthusiasm and passion for sport	Essential	Interview/CV
A positive attitude towards professional development and own learning	Desirable	Interview/CV
Creative in problem solving situations together with a willingness to take on or try new approaches and ideas	Essential	Interview/CV
Special Working Conditions		
Have a clean enhanced DBS check	Essential	Interview/CV
Hold a valid full, clean UK Driving licence.	Essential	Interview/CV
Available to work evenings and weekends and occasional match days	Desirable	Interview/CV
Reliable approach to working hours	Essential	Interview/CV/References

If you would like to apply for this role, please send us your CV and complete an application form below.

Please email the completed documents to foundation.trust@port-vale.co.uk

If you require any more information, please call us on 01782 757066.

[CLICK HERE TO DOWNLOAD AN APPLICATION FORM](#)