



## Job Description

**Post Title:** HTAFC Foundation Coach: Casual Coach

**Department/Location:** Huddersfield Town Foundation, Leeds Road Sports Complex, Leeds Road, Huddersfield, HD2 1YY

**Reports to:** Richard Whiteley

**Purpose of the Role:** The Huddersfield Town Foundation ('HTF') is looking to recruit experienced, motivated and committed Sports Coaches who are passionate about delivering a range of sports sessions and programmes across the Kirklees, Calderdale and Wakefield areas. Successful candidates will be individuals who are seeking to progress their coaching career, while also being flexible to work at different times and on various projects in themes such as Education; Health; Inclusion and Sport, as part of our continually expanding organisation. Previous experience of working within football in the community or a Foundation setting, and within the three district areas mentioned above, is desirable but not essential.

### Functional Links

**Internal:** *Coach Coordinator; Head of Sport; Head of Education; Head of Inclusion; Departmental Coordinators; Head of Foundation; Head of Business Support and Head of Trust Fund.*

**External:** *Session participants (largely young people); school staff; community groups and leaders.*

### Critical Success Factors

Candidates should be able to demonstrate: experience & knowledge of community sports development; delivery of fun & exciting sessions in a safe environment; a confident approach to delivery; excellent communication skills; enthusiasm; organisational skills and professionalism

### Role Specific Responsibilities:

- Act as an Ambassador for HTF, building strong relationships with partners and participants to ensure that repeat interest is sustained;
- Maintain a high standard of delivery;
- Maintain exciting and fresh delivery content;
- Adopt a child / young person-centered approach to all delivery;
- Maintain registers and manage required reporting for all sessions;



- Report back to the session's Coach Coordinator at required times with registers, risk assessments, participant registration forms and any other documentation that may be required as part of HTF's monitoring and evaluation process;

## **Behaviour/Conduct**

The post holder is required to:

- Be proactive with workload and interventions;
- Seek to continually develop their skills and knowledge;
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role;
- Communicate appropriately at all levels;
- Be flexible to fit the development and growth of the organisation;
- Be flexible in hours of work;
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics;
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018;
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, and
- Be respectful of others at all times and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

## **Additional Information**

### **Safeguarding:**

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is anticipated that this role may involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.



As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

**Equality, Diversity and Inclusion**

HTAFC is a diverse Club that respects all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and to be able to achieve their full potential. HTAFC has a zero-tolerance approach to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

**Accepted by:**

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....



## Person Specification

**Post Title:** HTAFC Foundation Coach: Casual Coach

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"><li>- Previous and demonstrable coaching experience</li></ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>- FA Level 2 qualification in football;</li><li>- FA Youth module 1;</li><li>- First aid certification;</li><li>- Safeguarding certification</li></ul>	<ul style="list-style-type: none"><li>- FA Youth Module 2/3 (or working towards);</li><li>- UEFA B Level 1;</li><li>- Level 2 Coaching Award in Sports</li></ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"><li>- An effective communicator, both verbally and written;</li><li>- An organised approach to workload;</li><li>- A team player, with the ability to work using your own initiative;</li><li>- An ability to take instruction from others;</li><li>- A commitment and ability to abide by the company's processes and procedures;</li><li>- An awareness of health &amp; safety legislation and its practical application</li></ul>	

