

# Job Description

## Post Title

Community Coach - part-time and full-time fixed-term contracts are available.

## Department/Location

Huddersfield Town Foundation, the Leeds Road Sports Complex and other community settings.

## Reports to

Community Coaches report to various Programme managers depending on the sessions to which they are allocated.

## Purpose of the Role

The vision for The Huddersfield Town Foundation is to create lifelong opportunities for people in Kirklees to feel safe, healthy, and included as part of a community. We work with young people and adults across Huddersfield and the West Yorkshire area through projects that focus on learning and education, movement and activity, health and healthy behaviours delivered in safe spaces and places.

As a Community Coach, you will be required to deliver classroom and/or community based and practical sports coaching sessions on any of the Foundation's projects, including but not limited to: Premier League Primary Stars, Premier League Kicks programmes, and our health offers. Working with a broad age range of participants, coaching sessions will take place in different locations including schools and other community settings; therefore, you will be required to work outdoors and to travel to different locations as part of the role.

## Functional Links

**Internal:** Huddersfield Town Foundation Chief Executive Officer  
Huddersfield Town Foundation Senior Leadership Team  
Programme Managers  
Community Coaches  
All staff and managers in the Club and the Huddersfield Town Foundation

**External:** Including but not limited to:  
Schools in Kirklees and the surrounding areas, and their staff  
Pupils and their parents/carers  
Community groups and leaders  
Other Football Club Community Trusts

## Key Performance Indicators

- Classroom / community coaching sessions are well-planned and executed, evidenced by consistently positive feedback from participants and their parents/carers and schools.
- Classroom / community coaching sessions successfully support Key Performance Indicators attached to Foundation programmes and funding.
- Coaching sessions are inclusive of all, evidenced by the diversity of the cohorts engaged with Foundation programmes.



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- The Community Coach develops, consolidates, and enhances links between the Huddersfield Town Foundation and partner schools, community groups and other organisations.

## **Role Specific Responsibilities**

The post holder will be required to:

- Plan, prepare, and deliver classroom / community based and practical coaching sessions as required.
- Maintain a consistently high standard of delivery at all sessions.
- Ensure content of sessions is exciting, engaging, and relevant to both participants and the aims of the Foundation's projects/programmes.
- Adopt a participant-centered approach to all delivery, and consistently observe all safeguarding protocols.
- Liaise with colleagues to ensure effective sharing of information regarding participants and their progress, including accurate recording of participant data in Views.
- Maintain registers, risk assessments, participant registration forms and any other documentation that may be required as part of the Foundation's monitoring and evaluation processes for all sessions.
- Act as an Ambassador for the Huddersfield Town Foundation, building strong and effective relationships with partners and participants to ensure that interest in Foundation projects / programmes is sustained and positive outcomes are achieved.

## **Other**

- Contribute to fundraising/income generation for the Huddersfield Town Foundation, as required from time to time, to support and sustain the work of the organisation.
- Work occasional match days, evenings, and weekends as required.

The post holder will be required to undertake any other duties as required by the Huddersfield Town Foundation Chief Executive Officer, and/or any other Senior Manager/Director, commensurate with the level of the post.

## **Behaviour/Conduct**

The post holder will be 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.



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- Communicate appropriately at all levels.
- 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 2018 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.
- Respect others and behave in an inclusive and 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. and the Huddersfield Town Foundation are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

It is anticipated that the role of Community Coach will 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.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

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

#### **Equality, Diversity, and Inclusion**

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential.



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We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to always support and uphold this zero-tolerance approach.

**Accepted by:**

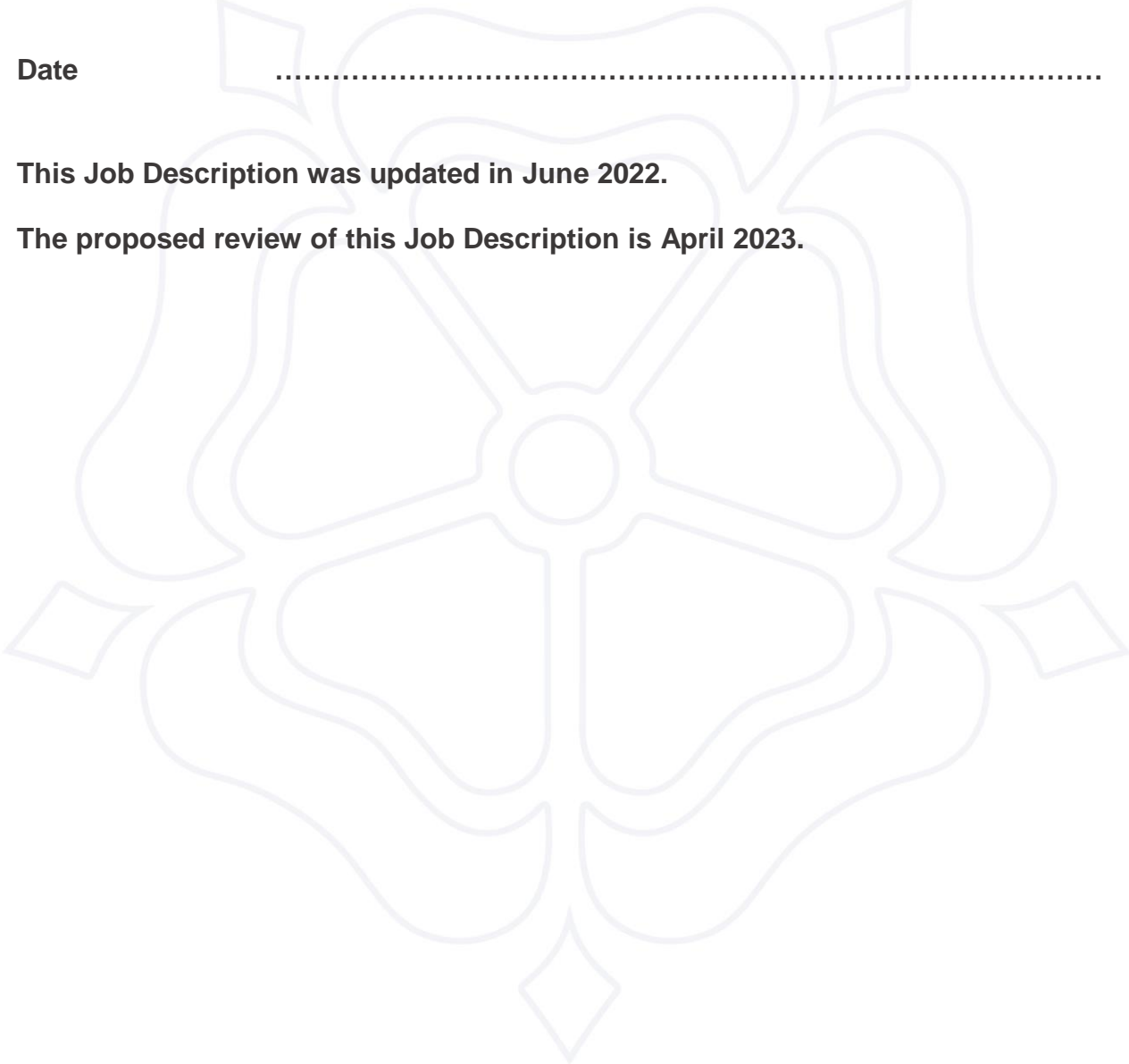
**Name (Printed)** .....

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

**Date** .....

**This Job Description was updated in June 2022.**

**The proposed review of this Job Description is April 2023.**



# Person Specification

## Post Title

Community Coach (Fixed-term to August 2023 in the first instance)



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Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in sports coaching.</li> <li>Experience of working with children/young people/adults with different levels of ability.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a similar role/environment.</li> <li>Previous experience delivering literacy, numeracy, and/or PSHE interventions.</li> <li>Previous experience mentoring young people.</li> <li>Previous experience delivering adult health offers.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A good standard of education at GCSE (or equivalent) or higher, including English and Maths at grades A*-C.</li> <li>FA Level 2 qualification in Coaching Football.</li> <li>Valid First Aid Certificate.</li> <li>Safeguarding training/qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Youth Work Qualification.</li> <li>Level 2 multi-skills or other equivalent Level 2 NGB qualification.</li> <li>Mental Health First Aid qualification.</li> </ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills.</li> <li>Able to work both independently and as part of a team.</li> <li>Able to take advice and guidance from others.</li> <li>Well-organised with the ability to manage own workload.</li> <li>Good knowledge of Health and Safety legislation and associated best practice in sporting environments.</li> </ul>	



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Area of Expertise	Essential	Desirable
<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• Flexible approach to work and working hours, to meet the demands of the role.</li><li>• Friendly, honest and reliable.</li><li>• Professional appearance.</li><li>• Able to travel to a wide range of locations, using own or public transport.</li><li>• Committed to equality and diversity initiatives, and inclusive practice.</li><li>• Suitable to work with children and young/vulnerable adults e.g., evidenced by an up-to-date DBS Disclosure.</li></ul>	<ul style="list-style-type: none"><li>• Full driving licence.</li></ul>