COMMUNITY FOUNDATION

TRUST
PARTNERSHIP
SHARE
COMMITMENT
NETWORK
COLLABORATE
SUPPORT
WORK



Job Application pack

COMMUNITY FOUNDATION

Our Mission

To work with AFC Fylde and local organisations to use the brand of football and the power of sport to engage, empower, and enable the Fylde population to fulfil their potential and thrive.



Our Aim

To engage all members of the Fylde community, enabling them to make a positive difference to their lives and addressing the inequalities that exist across our communities.

Our Values

1. Collaborative in all we do
2. Inclusive and Diverse in our approach
3. Innovative in our actions
4. Supportive of our team
5. Ethical and Transparent
6. Environmentally Sustainable

Job Vacancy

Sports Development Officer

Hours: 37.5 hours per week, inc. evenings and some weekends
Length of Contract: Permanent Contract
Salary: £24,800 - £25,999 per annum + benefits
Location: Borough of Fylde

Role Summary:

- AFC Fylde Community Foundation are recruiting a Sports Development Officer to join its successful and respected team. The postholder will provide high-quality PE and school sport to schools within the Fylde borough and education providers. The role may also involve the delivery of the Foundation's evening provision and weekend development centres for children and young people.

Guidance and Authority:

- The Sports Development Officer will report directly to the Sports Development Manager.

General:

- Co-operate fully with colleagues and be flexible when assisting them in response to business needs of the Foundation.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees and customers.
- The below job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.

Main Role and Responsibilities:

- Deliver quality football and sports coaching in schools and education providers as part of the Foundation's PE curriculum offer.
- Ensure that all activities delivered are in line with the Primary School PE Curriculum and OFSTED guidelines.
- Educating pupils in school settings through non coaching projects such as the Foundations Get on Board Programme, Numeracy Challenge & Balance Bikes Programmes.
- Build and maintain effective working relationships with host schools and all staff within the schools to ensure continuation of PE contracts.
- Lead in the delivery of evening and weekend football development centre sessions for children and young people.
- Lead in the delivery of the Holiday Camps delivered during school holidays.
- Collect and collate the required monitoring and evaluation information, ensuring it is recorded using the appropriate system in a timely and accurate manner.
- Be a flexible member of the AFC Fylde Community Foundation team and when requested assist in the delivery of other projects and activities including evenings and weekends.
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Health and Safety:

- Fully endorse, demonstrate, and carry out the Foundation's health and safety policy.
- Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically.
- Have a full knowledge of procedures for evacuation with regards to fire safety.
- Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.

Safeguarding:

- The Foundation is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the group's premises. The employee must report any misconduct or suspected misconduct to the Foundation's Designated Safeguarding Lead and Chief Executive Officer.

Person specification:

All are deemed essential unless stated otherwise

Qualifications & Experience

- Hold a relevant National Governing Body qualification in Sports or Multi Skills Level 2.
- Experience of delivering PE and sports coaching to children and young people.
- A valid driving licence and use of a vehicle.
- Ability to obtain a clean enhanced DBS qualification.
- Willing to obtain qualifications to support development & delivery. (desirable)
- Educated to degree standard (or equivalent) in sport or community development related subject. (desirable)
- FA Level 2 Coaching Qualification/ UEFA C qualification. (desirable)
- Experience of building and maintaining effective relationships with schools and liaising with school staff at all levels. (desirable)
- Experience of working with people with disabilities. (desirable)

Knowledge & Skills

- Excellent communication, interpersonal and engagement skills. (desirable)
- Ability to organise and prioritise work to meet deadlines. (desirable)
- Sound understanding of equality and diversity and its application in the role of a coach. (desirable)
- Awareness of safeguarding protocols when working with children and young people. (desirable)
- Good knowledge of the current Primary School Curriculum and OFSTED guidelines. (desirable)
- Good knowledge of the EYFS Development Matters – Physical Development framework. (desirable)

Personal Qualities

- Self-motivated with the ability to adapt to working in different environments
- Ability to work well both on your own and as part of a team
- Must be friendly, approachable, confident and articulate
- Ability to perform under pressure and respond calmly to competing demands

Equal Opportunities

- AFC Fylde Community Foundation is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Benefits:

- Company pension scheme
- 33 days annual leave (including bank holidays)
- Access to charity worker discounts
- Bespoke Learning and Development programme
- Free Holiday Camp places for age related dependants
- Staff uniform
- Free on-site parking
- Company pension scheme
- Employee of the Month rewards

Job Review:

- The job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

How to apply:

- To formally apply, please head to the *'Job Vacancies' section of our website*, upload your CV as a PDF or Word Document and complete the 'Cover Letter' section, explaining why you would be a good fit in line with the above Job Description; then 'Submit Application'.

- The deadline to apply is **Wednesday, 9th December @ 12:00**.

- We encourage early applications, as we will be reviewing and interviewing candidates on a rolling basis. The vacancy may close early if a suitable candidate is appointed.

- For any further information or to discuss the vacancy, please email **dan.monckton@afcfylde.co.uk**.

- AFC Fylde Community Foundation is committed to adhering to safer recruitment practices. We ensure a thorough and transparent hiring process, and all successful candidates will be required to undergo an enhanced DBS check as part of our safeguarding procedures.



AFC FYLDE COMMUNITY FOUNDATION

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