

Job Description

Title of Post	Community Sports Coach
Unit / Location.	Bradford Park Avenue Community Football Club (Bradford South)
Responsible To	JAMES Operations Manager and supported by Bradford Park Avenue community manager.
Hours	18 hours a week (pro rata) with potential for additional hours as the programme develops.
Contract;	One year temporary fixed term contract.

This role will require the skills and ability to further develop and deliver a community programme, in partnership with Bradford Park Avenue Community football club. The post is initially 18 hours a week, but has the potential to develop to further hours, if the programme expands. This is an exciting opportunity for someone who has experience in a sports coaching & community role. The project has a focus on physical activities including sports, including football, which lead to healthier lifestyles. The role will include evening and weekend delivery delivering community priorities and objectives for Bradford Park Avenue Community Football Club.

Prime Objectives, duties and commitments of the post

- Engage young people in defined activities in accordance with the project; with a focus on healthy lifestyles, education, sport and youth work.
- Engage local communities in defined project activities, supporting families, young people and older people to engage in positive activities and progression opportunities on their doorstep.
- Support the development and delivery of educational and training activities which are relevant to the needs of the young person and the projects aims. This will include session plans and evaluations.
- Deliver activities for JAMES and Bradford Park Avenue CFC, their staff and resources, meeting community development outcomes.
- Provide support and understanding to young people relevant to their individual needs. Refer young people to agencies that can provide relevant additional support.
- Where appropriate liaise with and provide support to parents/carers of young people.
- Support older people to engage within a community setting, working alongside specialist support agencies

- Provide support to other workers/ volunteers and academy students as required.
- Liaise with partners and other agencies. This may require attending meetings and reviews.
- Complete registers and reports and ensure these are passed to the relevant agencies.
- Input referral information and all attendances on to relevant IT systems or alternatively provide admin support with the information to input this data.
- Complete necessary paperwork for the project including; incident reports, letter to parents and referrers, progress charts, contact sheets, accident book, risk assessments and all relevant paperwork.
- Be flexible in your working hours. This role will require you to work weekends and evenings.
- Provide enthusiastic leadership and a positive role model to young people engaged in the Project
- Check your email daily as a minimum (1st name).(surname)@jamesuk.org
- Attend an induction, all relevant training, all team meetings and full staff meetings.
- Provide assistance and support in other Project elements as required.
- Familiarise yourself with and follow all JAMES policies and procedures (these can be found on the shared area).
- Adhere to Bradford Park Avenue CFC policies, procedures and expectations as well as those from partners when required.
- Undertake training and qualifications as required for both professional and personal development
- Remain professional at all times (this includes outside of work hours).
- Complete timesheets weekly and submit to Administration Manager.
- Work in collaboration with other JAMES staff to create a holistic provision, sharing resources, equipment, skills and knowledge.
- Use IT to an acceptable standard including Word, Excel and PowerPoint and design resources and promotional material such as flyers and leaflets when necessary.
- Carry out such other duties as may reasonably be required from time to time by the Operations Manager.

Responsibilities for Assets & Materials

- Responsible for safe and efficient storage and use of all resources and equipment within your work remit.
- Ensure all capital such as petty cash, equipment, buses, and buildings are looked after, safe, clean (if appropriate) and protected.

Supervisory / Managerial Responsibilities

- Supervision of volunteers, academy students, sessional staff (if appropriate) and work experience participants

Received Supervision & Guidance

- Work under the supervision of the Operations Manager, this should include supervisions and appraisals.
- Work under the support of the Bradford Park Avenue team including their Community Development & Operations Manager

Staff Name _____

Signature _____

Date _____
