



Football Development Coach

Zero Hours - Recruitment Pack



Lincoln City
Foundation

Happier, Healthier, Inspired Communities.

Our Mission

Utilising the brand and reputation of Lincoln City Football Club, alongside leveraging our own potential and the influence of our key partners, we will - inspire, empower, and help individuals and communities to improve their physical, social, and mental wellbeing.

Our Values

TRUST
COMMITMENT
INCLUSIVITY
TEAMWORK
INSPIRATION

Our Behaviours

BE RESPECTFUL
BE PROUD
BE ADAPTABLE
BE PASSIONATE
BE REFLECTIVE



Why are we here?

In 2018 to 2019 we delivered:

- 15 Community Programmes
- 39,000 hours of engagement
- Engaged with 9,000 participants
- Invested £700,000 into the local community



Job Description

Football Development Coach

WEEKLY HOURS:

Zero Hours contract

SALARY:

£10.00 per hour

LOCATION:

Various (Lincoln, Market Rasen, Skegness)

REPORTING TO:

Football Development Officer

RESPONSIBLE FOR:

None

PURPOSE:

The role of a Football Development Coach is to primarily assist the Football Development Officer to plan, co-ordinate, deliver and evaluate sessions within our Football Development Programme.

This role may also include working on matchday activities and seasonal events, evenings and weekends as and when required.

In line with Foundation Objectives a Football Development Coach will:

- Work to provide safe, engaging and high-quality football coaching provision to all Foundation participants in line with the programme curriculum and structure
- To enhance and advance the progression of participants through programme activity, with the aim to make a positive impact on an individual's health and personal achievement
- To develop and lead sessions and be responsible for the delivery of content, administration, relevant equipment and participant contribution and involvement.

Main Duties and Responsibilities

Main responsibilities of the role include:

- To deliver football coaching within the programme curriculum and objectives defined by the funding stream or aims set by the lead officer
- To plan, deliver and evaluate sessions
- Be responsible for ensuring all areas of the session are completed including administration. Work with the lead officer and Operations Manager to complete required paperwork
- Collect and record participant fees (where applicable) at sessions and return all monies to the Foundation completing necessary paperwork and receipt
- To establish positive relationship with links with people of all ages by adhering to the high standard of customer service expected of all Foundation staff
- Support the management of volunteers and contribute to the integration of each volunteer into the Foundation team
- To ensure the required health & safety, welfare and supervision of participants throughout the session inline with Foundation policies and procedures
- To carry out appropriate checks on equipment, venues and facilities and to administer the necessary procedures for any incident or accident that occurs to any participant under the Foundations supervision.
- To deputise for other Coaches during periods of unavailability in order for the Foundation to maintain consistent delivery of high-quality programmes
- To act as an ambassador for football delivery and the Foundation encouraging positive participation for all, assisting the lead officer to meet programme targets.

General Responsibilities

- Compliance with all Lincoln City Foundation policies and procedure
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

Person Specification

Qualifications/Education:

- Level 2 Certificate in Coaching Football
- FA Safeguarding Certificate (in date)
- Emergency First Aid Certificate (in date)

Skills, Knowledge and Experience:

- Ability to plan, deliver, develop and monitor football coaching sessions
- A minimum of 1 years' experience of delivering within a football coaching environment
- Demonstrate a good understanding of a player pathway and talent identification
- Experience of completing monitoring reports and using evaluation tools
- Ability to work on own initiative
- An ability to adapt quickly, be flexible in the face of change and solution orientated
- Ability to communicate and engage with others (potential contacts include staff, managers, participants and parents/carers)
- Excellent organisational and planning skills
- Participant focused and results orientated
- Committed, self-motivated and driven
- Strong commitment to high quality delivery and customer service
- Ability to form strong and appropriate relationships, demonstrating excellent communication skills.

Equality and Diversity:

- Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies
- Able to work within a diverse community and draw on individual strengths to promote equality & diversity



HOW TO APPLY

If you would like to apply for this position you will need to express your interest at www.lincolncityfoundation.co.uk

Completing your application

- Please read all the information provided before completing your application.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.
- We do not accept CV's or covering letters.

Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not.

References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisting

We only contact those candidates who have been shortlisted for interview. Due to the high volume of applications we are unable to provide feedback to those who are unsuccessful.

Shortlisted applicants for posts are advised that references will be taken up after interview.

Interview Process

- For those people selected for interview you will receive your interview information via email with instructions of what will be required. Please ensure that you confirm whether or not you will be attending the interview, no later than 3 working days after the email has been sent.
- Interviews may contain a variety of tasks in which we are trying to ensure that we test a range of skills and knowledge in order to select the best candidate.
- If you require any reasonable adjustments for the interview to take place then please inform the Foundation when accepting the offer of an interview.
- Interviews may be able to be conducted via Skype / Zoom / Teams in certain circumstances

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Management check (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

Warning

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS

Queries

If you have any queries at all about the recruitment process please contact the Foundation on 01522 563792 or enquiries@lincolncityfoundation.co.uk