



## SUTTON UNITED FOUNDATION

### Job Description

Post: Assistant Community Sports Coach (Apprentice)

Employer: Sutton United Foundation (SUFCF)

Responsible to: Head of Foundation

Hours of Work: 35hrs per week including some evening and weekend work. (Whilst normal office hours generally apply, you will also be expected to be flexible in working additional hours when needed for one-off events, when time off in lieu may be accrued).

Main Purpose: To support the delivery of SUFCF activities and programmes within the London Borough of Sutton (and surrounding areas), working alongside our team of coaches, officers and volunteers.

#### **Job Context:**

This is a great opportunity for someone starting out in their coaching career, who will gain exposure and experience in all parts of the Club and Foundation. As SUFCF continues to grow and expand its work in the community, it is looking for a highly motivated and enthusiastic coach to join the team on a full-time basis. Please note we are offering this role as an apprenticeship opportunity, meaning it is suited to someone who is willing to learn and wanting to develop themselves as a coach.

It is anticipated that this role will get involved in a variety of coaching and community development initiatives, including (but not limited to); supporting the delivery of our education programmes (schools and college), supporting Men's 1<sup>st</sup> Team training, as well as delivering community programmes which run on some evenings and at the weekend. As an apprenticeship role this work will be supplemented by half a day at college for the associated study element.

#### **Main duties and responsibilities:**

- To support the delivery of all SUFCF activities under the EFL Trust's 4 key themes ; health, education, sports participation and social inclusion.

- To take ownership and lead in the organisation, planning, promotion and delivery of coaching sessions
- To undertake the safe and inclusive delivery of sports activities with targeted groups and people of all ages and abilities
- To assist with aspects of coaching within local schools and college, both curriculum time and out of hours/after-school
- To assist and deliver regular 'soccer schools' and 'activity clubs' during school holidays
- To assist the delivery of activities which take place at all Club home fixtures
- To work with officers and volunteers to listen to feedback, engage with our customers, and respond in a timely and professional manner
- To plan and prepare for sessions, ensuring registers and other important information is collected as required, and sessions are evaluated to maintain quality and improve
- To support the creation of promotional materials that will effectively advertise what the Foundation can offer - this could include producing content for social media and updating the website

Plus undertaking any other reasonable duties and responsibilities the job may require, as requested by the Head of Foundation.

In addition to the main duties, all staff and volunteers have a number of general responsibilities when representing SUFCF which include ; wearing branded uniform as requested, adopting a high standard of customer service at all times, maintaining professionalism and enthusiasm, and helping to keep our facilities well maintained and safe to operate.

**Summary Person Specification:**

<u>Qualifications</u>
<ul style="list-style-type: none"> <li>· FA Level 2 Qualification is preferable, or willingness to work towards it</li> <li>· A recognised First Aid Qualification</li> <li>· An up-to-date enhanced CRB</li> <li>· A recognised FA Child Protection certificate</li> <li>· A current full driving license is preferred but not essential</li> </ul>



<u>Experience</u>
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- Working/engaging with young people in a coaching and/or sports development environment
- Good verbal and written communications
- Ability to work within a team and to motivate others
- Good organisation, time management and IT skills
- Knowledge of promotion, marketing and public relations
- A commitment to equality and treating people fairly with respect
- Developing strong relationships and effective partnerships

The postholder must be the best qualified and experienced person for the job, be safe to work with children and vulnerable adults, and must share the Foundation's values and ways of working. Relevant checks will need to be undertaken before any appointment is confirmed.

**Please contact Bobby Childs (Head of Foundation) via email at [bobby.childs@suttonunited.net](mailto:bobby.childs@suttonunited.net) or by telephone on 07966 391761 for further details or to register your interest in the role.**