



**job application
pack**

stronger · healthier · more active communities

VISION

Our vision is clear and ambitious:
Stronger, Healthier, More Active
Communities

MISSION

To work with Fleetwood Town Football Club
and our key partners to inspire, empower,
and help individuals and communities to
improve their physical health and
mental wellbeing

VALUES

- Trust- We will always be open , honest, transparent and reliable.
- Commitment- We are steadfast in our dedication to our community, partners, and participants.
- Inclusivity- We will always strive to provide a platform of opportunity for all.
- Teamwork- We will always support each other, and foster lasting two-way relationships.
- Inspiration- We will provide leadership, hope and opportunity through innovation.

Job Vacancy

Community Sports Coach

Job Title: Community Sports Coach

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX

Salary: £20,250 - £21,999 **Pro Rata**

Employment Type: Part time (15 hours per week)

Reports to: Community Engagement Manager

Hours of work: Sessions run throughout the week including some evenings with occasional weekend work. (Hours determined by the needs of the service)

Overview of Company: Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programs which aim to make a difference to the lives of people within our communities.

Purpose of Position: Due to the growth of the organization and the Community engagement team, we are recruiting a Community Sports Coach to develop our sports sessions further and increase what is available to our participants.



Key Responsibilities:

- Provide a high-quality experience to young people aged 8 to 18 years old, utilizing the power of sport to make a sustainable difference.
- Build strong and positive relationships with the young people and a range of partners.
- Maintain and develop strong relationships with key stakeholders, partners, and funders to help drive the strategic priorities of the Trust.
- Any additional tasks as required by their line manager.
- Commit to the agreed administrative duties to ensure the smooth running of programme delivery and reporting.

Skills and Qualifications Required:

Essential:

- Level 1 FA coaching and/or Multi skills.
- Experience of working with young people aged 8-18 years old. Have a “can do” attitude and be proactive in your approach.
- Stronger interpersonal skills with young people, parents, stakeholders, and funders.
- Willingness to complete an Enhanced DBS, First Aid and Safeguarding qualifications.

Desirable:

- Experience of using information data systems, such as Views Experience of recruiting volunteers and/or part time staff.

Knowledge Required:

Essential:

- Experience of engaging with stakeholders
- Experience of working with young people
- Ability to achieve targets.

Desirable:

- Experience of working within a community setting Understanding of how a CCO operates.
- Experience of promoting activity and recruiting new participants
- Experience of supervising and co-ordinating staff and volunteers
- Suitable experience of writing reports
Experience of monitoring and evaluating projects Experience of working to Key Performance Indicators (KPI's)

Other Requirements:

Essential:

- Full UK Driving Licence & access to a suitable vehicle for work.
- Positive attitude to work & dedication to making a difference.

General Responsibilities:

Health and Safety

To take reasonable care for the health and safety of oneself, other employees and members of the public who may be affected by your acts or omissions at work.

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the company to perform its civil and statutory obligations in relation to Health and Safety

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications whilst striving to deliver first class customer service.

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations.

Self-Development

To take responsibility for your own development and to help realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

Teamwork

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary.

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole.



General Responsibilities (continued):

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment.

To ensure understanding, awareness, and compliance with the Company's Equal Opportunities Policies

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.



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STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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community
trust