



**community  
trust**

# job application pack

**stronger · healthier · more active communities**

# VISION

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

# MISSION

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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

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- 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

## PE and School Sport Educator

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**Job Title:** PE and School Sport Educator

**Salary:** £22,010-£23,699

**Location:** Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY54HX

**Hours of Work:** Weekdays, with the potential to work evenings and weekends. (Hours determined by the needs of the service)

**Employment Type:** Full Time (37 hours)

**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 programmes which aim to make a difference to the lives of people within our communities.

Having successfully attained charitable status, the challenge for the Trust is now to reach even more people and increase the role we play in the local community. The Trust offers many diverse activities that aim to provide the people in Wyre and Fylde with the opportunities to participate and enjoy themselves in a fun, friendly environment.

**Purpose of Position:** To deliver a range of school sport and health related programmes to schools in Wyre. Programmes to include Premier League Primary Stars, Curriculum PE, Extra-Curricular Activities and Sports, Teacher CPD in PE.



### **Key Responsibilities:**

- To ensure high standard of PE & Sport delivery in all programmes.
- To deliver on Early Years programme in Preschools & nurseries.
- To be deployed on Holiday Activity & Sports Camps during school holiday periods.
- Maintain and develop relationships with respective school Head Teachers/teachers/group leaders etc.
- To be a positive role model and demonstrate the Community Trust Core Values within a school environment.
- Administration of the documentation and record keeping of data associated with PE & Sport programmes including data inputting, registers, case studies, monitor & evaluation.
- Promote all areas of Fleetwood Town Community Trust
- Attend meetings/events to raise awareness of Fleetwood Town Community Trust.
- Dealing with enquiries and general day-to-day liaison with customers, participants, Community Trust staff etc.
- General office duties including filing, photocopying, regularly check emails
- Any other duties and responsibilities commensurate with the grading and function of the post.
- Manage & organise FTFCT equipment and maintain to a good standard.
- Supervision of Volunteers, work placement students etc.



## **Skills and Qualifications Required:**

### **Essential:**

- Recognised National Governing Body (NGB) Level 2 Qualification
- Level 1 Coaching qualification in one or more sports
- 1st 4 sport Level 2 certificate in Multi skills
- To hold a valid FA First Aid, Safeguarding and Enhanced DBS

### **Desirable:**

- Qualified Teacher Status (QTS)
- AfPE Level 3 support of the Delivery of PE in Primary Schools
- HLTA Level 4 qualification
- Other Sports coaching qualifications
- Relevant Equity and Coaching Disabled Performers training
- Qualified to tutor/assess coaches

## **Knowledge & Experience Required:**

### **Essential:**

- Significant experience of PE & Sport delivery in curriculum time; establishing, delivering and co-ordinating coaching programmes for young people.
- Experience of coaching in a wide range of environments including schools, clubs and community settings.
- Experience of working with children aged 5–12-year-olds

### **Desirable:**

- Experience of mentoring, supporting and encouraging coaches and teachers
- Experience of supervising sports coaches and volunteers
- Experience of monitoring and evaluation impact of sessions/programmes
- Experience in delivering Healthy lifestyle programmes in Primary Schools
- Experience of working with the voluntary and statutory sectors and community groups
- Experience of working to performance targets

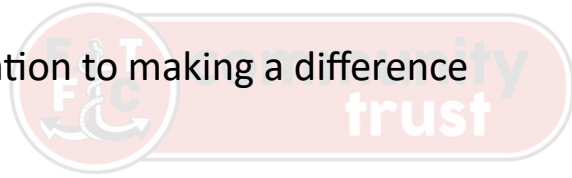
## Other Requirements:

### Essential:

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

### Employee Benefits:

- Staff Wellbeing support available
- Free car parking
- Overtime opportunities (Assisting on a match day or additional delivery)
- 28 days annual leave plus FTCT loyalty scheme
- Free access to holiday camp provisions delivered by FTFC CT
- Company pension scheme
- FTFC Staff Uniform
- Monthly Perk box rewards
- Quarterly Continuous Professional Development (CPD) Review
- Annual staff awards event



## **Safeguarding Statement:**

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

## **Equality Statement:**

Community Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

FTFC Community Trust is also committed to the safeguarding of vulnerable groups.

## **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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