



# **Job Application Pack**

## **Premier League**

## **Primary Stars**

## **Coordinator**

INSPIRING HEALTHIER, MORE CONNECTED COMMUNITIES





# VISION

To inspire healthier, more connected communities.



# MISSION

To work with our key stakeholders collaboratively to empower and bring together our communities, changing lives for the better through diverse initiatives.



# Job Vacancy

## Premier League Primary Stars Coordinator

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**Job Title:** Premier League Primary Stars Coordinator

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

**Salary:** £24,011 - £26,748

**Contract Status:** Permanent Contract

**Reports to:** PE & School Sports Manager

**Hours of Work:** 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:** We have an exciting opportunity for individuals to join our Fleetwood Town Community Trust as a PL Primary Stars Coordinators. In this role you will support the delivery of the Fleetwood Town Community Trust current Premier League Primary Stars Programme and be tasked with supporting teachers to improve confidence in running PE lessons, supporting schools with educational activations and interventions, and working as part of a team across mass participation events.

The Premier League Primary Stars uses the appeal of the Premier League and Fleetwood Town Football club to inspire children to learn, be active and develop important life skills.



# Core Duties & Responsibilities

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- Update FTCT reporting database
- Take responsibility for delivery of the Premier League Primary Stars programme in a designated cohort of schools.
- Plan and prepare prior to each session using the PL Primary Stars templates and ensure that careful considerations are made for all abilities, ages and SEND considerations.
- Deliver interventions on the following topics to the highest possible standard across a variety of ages and abilities including:
  - PE, PSHE, English, Maths, Extra-Curricular Clubs, School Assemblies, Workshops, Social Action, Tournament and competitions, Transition to secondary school sessions, Teacher CPD events/sessions and mentoring and Holiday Camps
- Ensure that all activities are delivered in line with the current primary school curriculum and OFSTED guidelines.
- Work closely with primary school teachers to provide support and advice to improve their confidence to deliver PE.
- Organise and run teacher training workshops to designated primary schools and staff as part of the PL Primary Stars programme.
- Develop and maintain positive relationships with FTCT partner schools and their key staff including, head teachers, PE coordinators and receptionists
- Liaise directly with partner schools to support and promote additional FTCT activity
- Collect the appropriate monitoring and evaluation documentation for each premier league primary stars session and assist in the upkeep of Salesforce online monitoring and evaluation. This must be done in a timely and effective manner.
- Ensure all activities are correctly monitored with the appropriate risk assessment and health and safety measures.
- Willingness to improve through CPD and courses.
- The wellbeing of young people is paramount at the FTCT, you will be expected to understand safeguarding policies and procedures.
- Deliver bespoke interventions to individuals or cohorts.
- Support holiday camps and half term activation when needed.



# Skills & Qualifications

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Recognised National Governing Body (NGB) Level 2 Qualification	<b>Essential</b>
Level 1 Coaching qualification in one or more sports	<b>Essential</b>
1st 4 sport Level 2 certificate in Multi skills	<b>Essential</b>
Significant experience of PE & Sport delivery in curriculum time; establishing, delivering and co-ordinating coaching programmes for youngpeople.	<b>Desirable</b>
Experience of coaching in a wide range of environments including schools, clubs and community settings.	<b>Desirable</b>
Experience of working with children aged 5-12 year olds	<b>Desirable</b>
To hold a valid FA First Aid, Safeguarding and Enhanced DBS	<b>Essential</b>



# Skills & Qualifications

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AfPE Level 3 support of the Delivery of PE in Primary Schools HLTA Level 4 qualification	<b>Desirable</b>
Other Sports coaching qualifications	<b>Desirable</b>
Experience of working to performance targets	<b>Desirable</b>
Experience of mentoring, supporting and encouraging coaches and teachers	<b>Desirable</b>
Ability to develop and implement high quality, varied and creative teaching sessions focusing on a young person-centred approach	<b>Desirable</b>
Full UK Driving Licence – Car owner and willingness to use for work	<b>Essential</b>



# General Responsibilities

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## **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



# General Responsibilities

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## **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

## **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.*



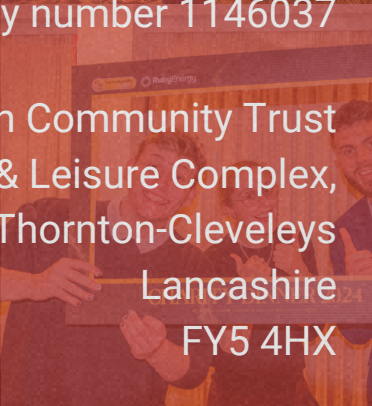
# Employee Benefits

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- Free car parking
- Overtime opportunities (Assisting on a match day or additional delivery)
- Counselling referral to our partners Counselling in the Community
- 28 days annual leave (Plus a staff loyalty program offering additional days off and ensuring Christmas leave as a gesture of appreciation for their contributions.)
- Free access to holiday camp provisions delivered by FTFC CT
- Company pension scheme
- Discounted staff menu at Poolfoot Farm Sports & Leisure Complex
- FTFC Staff Uniform
- Monthly Perkbox rewards
- Bi-Annual One to One Professional Development Review
- Annual staff awards evening
- Bespoke CPD







# INSPIRING HEALTHIER, MORE CONNECTED COMMUNITIES



Registered charity number 1146037

Fleetwood Town Community Trust  
Poolfoot Farm Sports & Leisure Complex,  
Butts Road, Thornton-Cleveleys  
Lancashire  
FY5 4HX

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Fleetwood Town Community Trust

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