

# APPLICATION PACK



Casual Football/Sports Coach



MAYOR OF LONDON



INVESTORS  
IN PEOPLE

# APPLICATION PACK

Using the power of football, Charlton Athletic Community Trust (CACT) worked with over 46,700 people during 2019/20, empowering communities and changing lives. Based on the needs of the community, we work in partnership to deliver high quality programmes that deliver a lasting impact.

CACT is one of the biggest football community trusts in the country; principal areas of work are:

- Early Help and Prevention
- Education
- Equality, Diversity and Inclusion
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Service

This is an exciting time to join CACT as we have recently launched a new three-year strategy for 2019-2022 based on our values:

- Passion – fuels our work
- Trust – safe and sound
- Engagement – stronger together
- Respect – two-way and vital
- Equality – open and fair
- Inclusion – that means you

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CACT are committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.

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CACT's football and sports development department works to promote the benefits of physical activity and provide opportunities for children and young people to take part in sport and improve on their skills.

From delivering football and multi sports coaching in schools and leisure centres, to promoting healthy lifestyles in educational workshops, to working with gifted young players in an academy setting, this is an exciting role in a high performing department.

Suitable candidates will have experience of working with children and young people and have a minimum of a FA Level 1 coaching badge.



## JOB DESCRIPTION

<b>Job Title:</b>	Casual Football/Sports Coach	<b>Reporting to:</b>	Senior Football Development Officer
<b>Pay:</b>	£12 - £25 per hour	<b>Contract type:</b>	Zero Hour Contract
<b>Location:</b>	South East London	<b>Days and hours of work:</b>	Flexible hours during term time and half term holidays
<b>Document created:</b>	March 2022	<b>Ref number</b>	CACT/CASFC

### Purpose of the Role:

To organise, plan, prepare and deliver football or sport sessions, on a casual basis. These sessions will be within either a community or school setting.

### Key Responsibilities (but not limited to):

- Deliver a variety of comprehensive football coaching activities in the local community that are age appropriate, meet the needs of individuals and groups which are in accordance to the CACT scheme of work.
- Be self-motivated, committed and reliable once assigned work.
- Work with individuals and/or groups from a range of abilities, age ranges and varying backgrounds.
- Be responsible for the correct use and safe keeping of equipment. Ensure that the facilities are checked before use and safe for practical participation.
- Build and support positive working partnerships with existing/new key partners to receive continued funding for delivery of programmes.
- Maintain high standards of professional behaviour towards colleagues, young people with whom we engage and the wider general public when working for and wearing CACT kit.
- Develop professional and supportive relationships with all young people engaged in the session.
- Undertake regular professional development days as set by Charlton Athletic Community Trust (CACT) in order to continue own personal development.
- Undertake administrative tasks related to the sessions that including updating registers, consent forms, risk assessment, incident and accident forms, writing case studies that demonstrate impact of projects, and recording any outcomes and accreditations achieved by participants using relevant monitoring and evaluation systems.

- Have knowledge and experience of (or be willing to develop) working in diverse settings, such as housing estates, youth clubs, leisure centres, public parks and open spaces, schools and colleges.
- Have an up to date knowledge of, and adhere to, CACT policies and procedures, including those relating to Safeguarding, Health and Safety and emergency procedures, including those of venues where you may be based.
- Carry a fully stocked first aid kit when coaching.
- Undertake other duties as required to ensure efficient delivery of CACT sessions.
- To undertake relevant training courses as requested by CACT.

# PERSON SPECIFICATION

**Job title: Casual Football/Sports Coach**

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>FA Level 1 or FA Level 2 Coaching License</li> <li>Up to date, relevant certifications in Emergency Aid and Safeguarding</li> <li>Member of FA Licensed Coaches Association</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 or above NGB (National Governing Body) Coaching Qualification in another sport</li> <li>Age appropriate FA Certification</li> </ul>
Skills, ability & knowledge	<ul style="list-style-type: none"> <li>Knowledge of the National Curriculum PE and Education</li> <li>An understanding of and a commitment to equal opportunities both in the workplace and the wider community.</li> <li>Commitment to Safeguarding children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>IT skills including Microsoft Excel, Word, and PowerPoint</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Full driving licence and access to transport</li> <li>'Can do' attitude</li> <li>Friendly and outgoing</li> <li>Authoritative</li> </ul>	



## APPLICATIONS

**CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.**

Application forms are available from <http://cact.org.uk/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to [Jobs@cact.org.uk](mailto:Jobs@cact.org.uk)

Please note: CVs will **not** be considered.

Closing date for applications: 8<sup>th</sup> January 2022