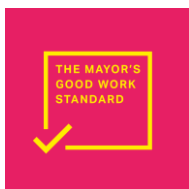


APPLICATION PACK



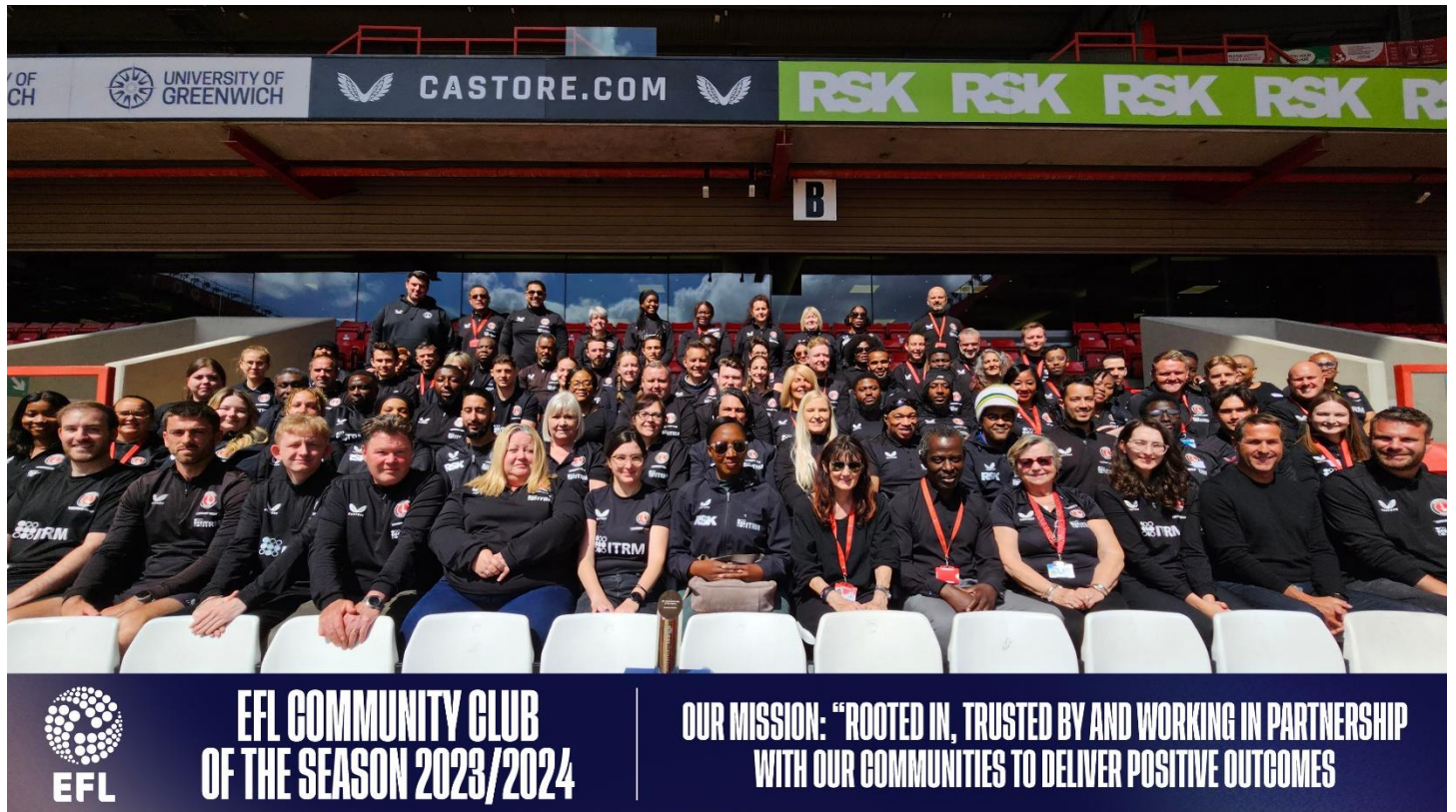
School Sports Coach



INVESTORS
IN PEOPLE



APPLICATION PACK



A new report has shown that across Charlton Athletic Community Trust's (CACT) programmes in South East London and Kent, a social value of £49,609,000 has been generated. This means that for every £1 the charity invests in a one-year period, £9.52 of social value is created.

An independent charity since 2003, CACT's work and its impact has grown year on year, now working with over 25,000 participants annually.

CACT has identified three core outcomes which underpin its work in the community:

- Improved physical and mental health and wellbeing
- Improved access to education and employment
- Increased community and social cohesion

CACT runs more than 65 programmes which help achieve these outcomes.

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

- Early Help and Prevention
- Education
- Football and Sports Development
- Health Improvement
- Social Action and Enterprise
- Youth Services

This is an exciting time to join CACT as we have recently launched a new five-year Strategic Plan for 2024-2029 informed by extensive consultation with our communities, our staff, our Trustees and our partners:

Our Mission	Our Values	The Golden Threads that are woven throughout everything we do
"Rooted in, trusted by and working in partnership with our communities to deliver positive outcomes"	<ul style="list-style-type: none"> ✓ Adaptability ✓ Equity ✓ Integrity ✓ Passion ✓ Respect 	<ul style="list-style-type: none"> ✓ Safeguarding ✓ Leadership & Governance ✓ Equality, Diversity & Inclusion ✓ People & Organisational Development

Employee benefits include:

- Friendly working environment
- Employee Network Groups (Equality, Diversity and Inclusion Working Group (EDIWG), Women’s Network, Green Team and the Health and Wellbeing Network)
- 23 days annual leave – this includes 3 days which must be taken at Christmas and an additional 1 day for every full year continuous service up to a maximum of 5 years (plus 8 days statutory bank holidays)
- Flexible Working
- Internal and external training opportunities
- Employee Assistance Programme - includes a range of retail and entertainment discount vouchers
- Eye-care vouchers
- Cycle to Work scheme
- Enhanced Maternity and Paternity Packages
- London Living Wage employer

CACT is 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.

CACT has achieved both the Mayor of London’s ‘Good Work Standard’ accreditation and ‘Investors in People’ accreditation. Together they provide external validation that CACT is a great place to work.



JOB DESCRIPTION

Job Title:	School Sports Coach	Reporting to:	Senior Football and Sports Development Officer and Head of Football and Sports Development
Pay:	£25,642.50 FTE £12,624 per annum based on 30 hours per week, 32 weeks a year	Contract type:	Fixed Term until July 2025
Location:	Various Primary Schools Across Greenwich and Bexley Borough	Days and hours of work:	Term Time Only (32 weeks a year), Monday to Friday, 30 hours per week
Document created:	October 2024	Ref number	CACT/FSD/SSC/TT/2024

Purpose of the Role:

To organise, plan, prepare and deliver a wide range of CACTs School programs in a primary school setting.

Key Responsibilities include (but not limited to):

- To deliver and plan a wide range of CACT school programs and initiatives within a school setting to Key stage 1 and 2 children including physical education delivery, interventions, workshops and tournaments
- To collaborate with Senior FDO & Primary Stars officer to enhance the sporting provision for all schools CACT work with
- Produce sessions aligning to the national PE curriculum in England
- Be self-motivated, committed and reliable once assigned work.
- To develop and deliver a range of high quality physical activity opportunities to young people in an engaging and progressive manner
- Support & upskill school staff with sport delivery within school time
- To support staff in ensuring schools have excellent sporting provision in place
- 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, all 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: Schools Sport Coach

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> Level 2 National Governing Body Coaching, HLTA PE Qualification or qualified teacher status Up to date, relevant certifications in Emergency Aid and Safeguarding. Full UK driving licence and use of a vehicle 	<ul style="list-style-type: none"> Level 3 National Governing Body Coaching/ teaching qualification Further education or experience in education
Skills, ability & knowledge	<ul style="list-style-type: none"> Knowledge of the National PE Curriculum and Education Experience of delivering coaching sessions to a wide range of age groups Experience in delivering educational interventions & workshops Experience of working with children in a school setting Some knowledge of strategies in working with young people with challenging behaviours The ability to work with others as a competent team member Excellent time keeping Able to take instructions Willing to learn and develop 	<ul style="list-style-type: none"> IT skills including Microsoft Excel, Word, and PowerPoint Excellent writing and verbal communication skills Experience of working with partners both in the sport and education sector Understanding of community work and its impact on the community.
Personal qualities	<ul style="list-style-type: none"> Full driving licence and access to transport 'Can do' attitude Friendly and outgoing Authoritative 	



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 <https://charlton.clubcast.co.uk/cact/get-involved/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

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

Closing date for applications: 24 October 2024

Interviews will take place the week after the closing date.