

APPLICATION PACK



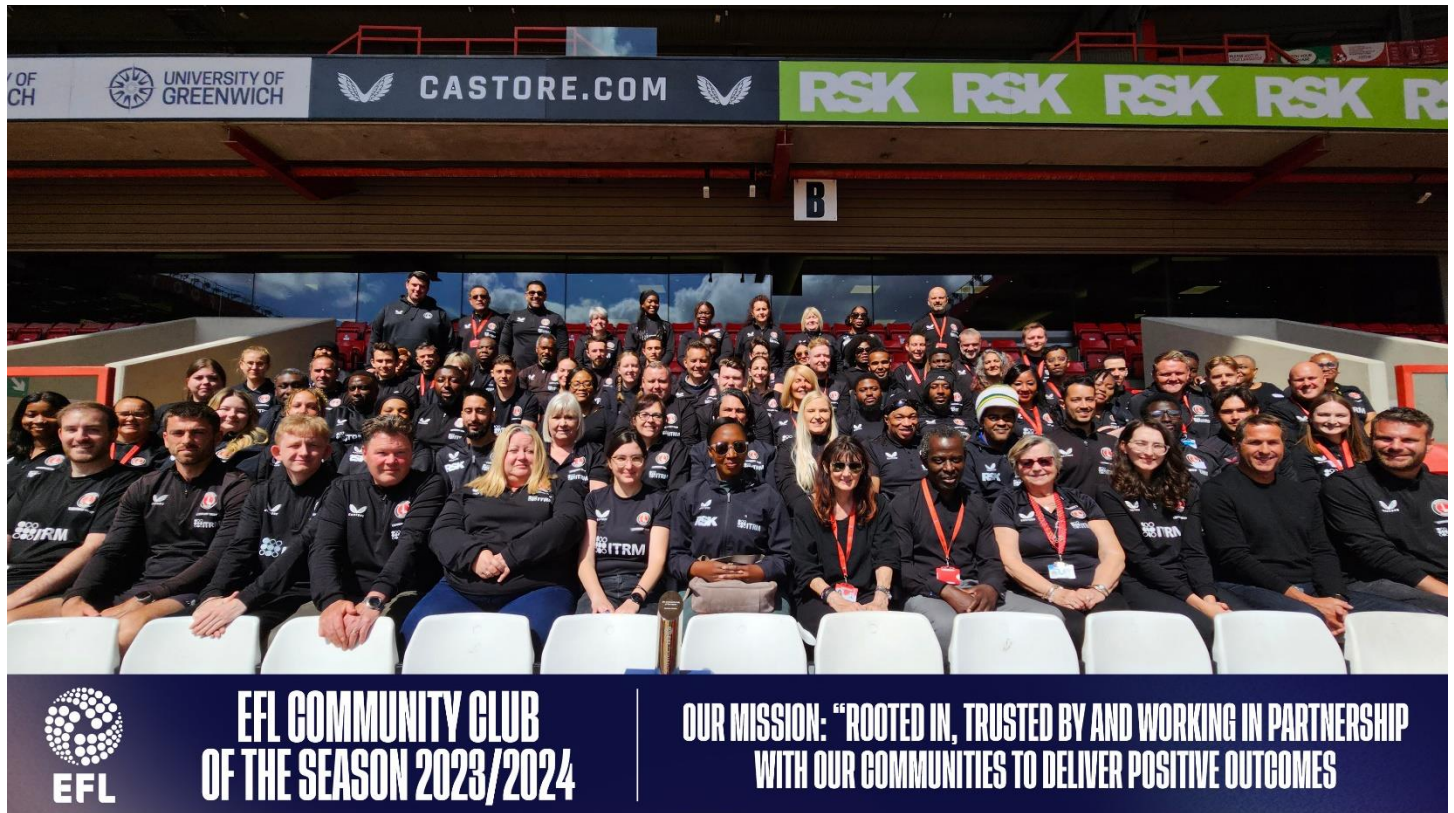
Community Sport Apprentice



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: | Football and Sports Development Community Sport Apprentice | Reporting to: | CACT FSD Football Development Officer Team |
| Pay: | £14,820 pro rota (30 hours a week) 18 month contract | Contract type: | 30 hours a week delivery and Level 4 sports apprenticeship |
| Location: | Greenwich, Bexley and Kent | Days and hours of work: | Monday to Saturday (day off within the week) |
| Document created: | November 2025 | Ref number | CACT/FSDAPPREN01 |

Purpose of the Role:

The Level 4 Sports Coach apprenticeship is for high performing, community sport and school sports coaches, providing meaningful and high-quality learning, development, and performance experiences. During this apprenticeship programme, candidates will develop extensive technical and tactical sports knowledge and skills to design and deliver coaching programmes that engage, motivate, and evolve participants' skills and performance.

Key Responsibilities (but not limited to):

- To assist and deliver coaching sessions that are participant-centred, structured, progressive, fun and of a high quality.
- To undertake the necessary planning for each activity session to ensure the programme demonstrates progression throughout
- To continually monitor and evaluate all sessions, activities and programmes.
- To adapt sessions to cater for different ranges of ability and development age.
- To undertake administrative tasks associated with the post, including planning sessions, taking registers, consent forms and contacting clubs and schools.
- Work in a range of community settings, ensuring programmes meets the needs of participants
- To provide appropriate mentoring, support, guidance and advice to other coaches, teachers and volunteers.
- To be always a positive role model.

- To ensure all equipment associated with the coaching programme is correctly set up, maintained, stored and returned on completion of the coaching programme.
- To build relationships with partners such as schools and clubs, and liaise with them to ensure they remain happy with the coaching service provided.
- To be engaged with own continuous professional development (CPD) and attend relevant training courses to improve their coaching delivery, as agreed by line manager.
- To be familiar and comply with Community Foundation health and safety regulations and to undertake activity/venue risk assessments prior to all sessions, and report and record incidents/accidents/hazards.
- To respect the rights of all participants and ensure that their well-being and safety are considered at all times.
- Any other duties as requested by the trustees Community Foundation.
- Take an active role in any other duties required to deliver the outcomes and targets of Community Foundation

PERSON SPECIFICATION

Job title: Community Sport Apprentice

| Person Specification | | |
|-------------------------------|--|--|
| Attributes | Essential | Desirable |
| Qualifications and experience | <ul style="list-style-type: none"> Completed a Sport related level 3 course (i.e BTEC/NCFE Sport or A – Level PE) FA Level 1 in coaching football or Introduction to coaching football Up to date, relevant certifications in emergency first aid and safeguarding (can be completed upon acceptance of the role) | <ul style="list-style-type: none"> FA Level 2 in coaching football or above NGB (National Governing Body) Coaching Qualification in another sport |
| Skills, ability & knowledge | <ul style="list-style-type: none"> A good understanding of football and sports coaching Experience of delivering coaching sessions to a wide range of age groups Experience of working with children 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 |
| Personal qualities | <ul style="list-style-type: none"> A willingness to Learn and develop as an individual, through CPD. Access to a vehicle or a willingness to travel. '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: 12/12/2025

Interviews will take place the week after the closing date.