St James Park | Stadium Way
Exeter | Devon | EX4 6PX
Company no: 06053326
Charity no: 1121596

Part Time (Casual) Coaches Job Description

Various Hours to include evenings and weekends

We are looking to enhance our casual coaches by recruiting passionate and enthusiastic coaches to help us deliver on our varied programmes.

Our casual coaches are key to success and growth of the Exeter City Community Trust, allowing us to expand operations and continue to deliver high quality school-based and community sessions.

New coaches will be accountable for assisting Full time and Part Time Community Coaches at various sessions delivered in Exeter and surrounding areas.

We also expect the individuals to embrace equality, diversity, and inclusivity to facilitate a consistent, co-ordinated approach to fairness and opportunities across the charity.

Main Tasks

- 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 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 a positive role model at all times.
- 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 Trust's 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 to be considered at all times.
- Any other duties as requested by the Senior Leadership Team
- Take an active role in any other duties required to deliver the outcomes and targets of Community Trust

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Key Skills and Experience Required: Essential

Knowledge & Experience

- FA Level 1 in Football (desirable)
- Some experience of planning and delivering sports sessions(desirable)
- Some experience of working within an administration or customer service setting
- Good verbal communication skills

Other Requirements

- A willingness to learn and develop as an individual, through CPD (essential)
- A passion for the work of the Trust and club (essential)
- Access to a vehicle (full driving license) (desirable)

Safeguarding

- To have due regard for safeguarding and child protection policies, including the welfare of children and young people
- All new employees are subject to DBS checks, with our safeguarding officer.

Behaviours needed: Essential

- Team Working
- Communication
- Customer Service
- Leadership
- Delivery
- Fairness, equality, and inclusion

Exeter City Community Trust values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

Exeter City Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Exeter City Community Trust will process your data in compliance with GDPR and the Privacy Notice for Job Applicants which can be viewed in full at this link: https://tinyurl.com/y77qcr9r