



This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment:

Job Title: Engagement Coach

Hours of Work: Weekdays, Evenings, Saturday & Sundays.
(Hours determined by the needs of the service)

Contract Status: Casual Contract

Rate of Pay: £10.00 p/h

Location: Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys. FY5 4HY.

Reports to: Community Engagement Officer

Purpose: We are currently recruiting Engagement Coaches who are available on a casual basis to deliver sessions in the Wyre Community which includes multisport sessions, youth engagement and Holiday Sports Camps.

It is essential you hold at least one level 2 NGB Sports Coaching Qualification or have relevant experience in youth work. Having experience of delivering Sports and PE lessons/sessions is desirable but not essential.

We are looking for people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team.

Core Duties & Responsibilities:

- To deliver on the Trusts community sport and health engagement programmes to include but not exhausted to Trysport, Premier League Kicks, United Together.
- To provide high-quality delivery building relationships with young people and adults within the programme.
- To work with local organisations and individuals and to establish strong relationships with young people to help them develop.
- To disseminate promotional materials that will enable the effective advertising of all community related activities.
- Maintain and extend relationships with key stakeholders and local community groups.
- To plan sessions in line with an individual project's outcomes and goals.
- To support with the delivery of School holiday programmes, as required.

- To market community programmes and initiatives via all forms of media.
- Communication and liaison with internal departments and external partners.
- Attending meetings/events in order to raise awareness of Fleetwood Town Community Trust programmes.
- Dealing with enquiries and general day-to-day liaison with customers/ FTFC staff/Fleetwood Community Trust staff etc.
- May include general office administration duties including photocopying, sending and responding to emails.
- Willingness to undertake training, education and continued professional development.
- Undertake any other duties as may be reasonably required to successfully fulfil the vision of the Trust.

Person Specification				
Qualities		Essential	Desirable	Measure
Skills and Qualifications	Degree in relevant subject (e.g. Sport)		✓	Application
	NGB Level 2 (or above)		✓	Application
	More than one Sport or Fitness Qualification		✓	Application
	Level 3 NVQ Diploma in Supporting the Delivery of Physical Education and School Sport (QCF)		✓	Application
	Up-to-date Safeguarding and First Aid Qualifications	✓		Application
	Member of the FA Licensed Coaches Club		✓	Application
	Strong interpersonal skills for communicating with a range of people and partners	✓		Application & Interview
	Excellent planning, organisational & time-management skills	✓		Application & Interview
	Competent IT skills (including Microsoft Office)	✓		Application & Interview
	Ability to work under own initiative and meet timescales	✓		Interview
	Level 2 Youth Worker Award		✓	Application
	Level 2 Fitness Qualification		✓	Application
Knowledge and Experience	Relevant knowledge of sport coaching and development.	✓		Application & Interview
	Knowledge of the Primary School Curriculum		✓	Interview
	Experience of working with young people in a youth setting		✓	Application & Interview
	Experience of working within a Community focussed setting		✓	Application & Interview
	Understanding of the importance of providing a high-quality experience for young people	✓		Application & Interview
	Adequate and relevant experience of organising and leading sport and physical activity sessions	✓		Application & Interview
	Experience of delivering educational lessons, workshops and/or session plans.		✓	Interview
	Understanding of safeguarding, health and safety and equality principles, policies and procedures	✓		Interview

	Experience of data collection for monitoring and evaluation purposes.	✓		Application & Interview
Other	Full UK Driving Licence & access to a suitable vehicle for work	✓		Application & Interview
	Positive attitude to work & dedication to making a difference	✓		Interview

GENERAL RESPONSIBILITIES

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.

Health & Safety

To take reasonable care for the health and safety of yourself and 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 & Safety.

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communication 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 realize your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy.

Team Work

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary.

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.