

DWP Bid Unique Identifier

Job Placement title

Job Placement summary

Utilising funding provided by the new Government Kickstart Scheme community scheme will create 2x new 6-month job placements for young people who are currently on Universal Credit and at risk of long-term unemployment.

The new Community Coaches will be key to success and growth of the Community Foundation. Allowing the new charity to expand operations and continue to deliver high quality school-based and community sessions.

New coaches will be accountable for the welfare of children and vulnerable adults under their responsibility in line with the Foundation's Safeguarding Children and Vulnerable Adult Policy.

We also expect individuals to embrace equality, diversity and inclusivity in order to facilitate a consistent, co-ordinated and embedded approach to fairness and opportunity across the Foundation.

This role will be undertaken for an initial 6 months, with the potential for this to become a full-time role.

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 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, and Community Sports
- Take an active role in any other duties required to deliver the outcomes and targets of Community sports

Essential skills, experience and qualifications

Knowledge & Experience

UKCC Level 1 Coaching Qualification (desirable, could be achieved in the first weeks of employment)

UKCC Level 2 Coaching Qualification (desirable)

Some experience of planning and delivering coaching sessions

Other Requirements

- A willingness to learn and develop as an individual, through CPD (essential)
- A passion for the work of the community 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.

Job category (DWP use only)

Number of hours per week

Working pattern and contracted hours (including any shift patterns)

Hourly rate of pay

Details of employability support (training opportunities/mentor)

Kickstart participants will receive the same level of support as any other member of staff at Community Sports. This will include, but not be limited to;

- Needs analysis, looking at areas the individual will want to develop and improve
- CPD undertaken as a mandatory element, including Safeguarding, but also awards and qualifications linked to the sector
- Regular reviews with manager
- Appraisal after 3 months
- Employability skills and job readiness coaching
- Mentor sessions
- Induction
- Coaching qualifications

If the role continues after the 6 month placement, the individual will receive a guaranteed interview

Company name

MFC Community Sports

Closing date for applications

Using the table on the next page please provide details for each Job Placement by location.

Employer Job Placement reference (where applicable)	Job Placement location and address (including post code)	Contact details for the Job Placement Name Email address Telephone	How to apply for the Job Placement	Number of Job Placements at location	Maximum number of referrals per Job Placement	Is public transport available? Yes/ No/ Don't know	Anticipated start date/s (if known)
Coach	MFC Community Sports	MFC Community Sports janetpreston@mfccommunitysports.com 01524 412125	Approval to apply via Job Centre – application form, then formal interview. Interviews scheduled for W/C 25 th September, times TBC	2	20 per position	Yes – job placement location is on the main Bus route and walkable from train stations.	Start (if possible) W/C 5 th March, subject to references and DBS checks.