Job Description & Person Specification

Title: Football Coach (Casual)

Reports to: Sport & Activity Manager

Based at: The Proact Stadium, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ

Job Purpose: To plan and deliver safe enjoyable ability specific coaching sessions that are both structured and progressive.

Salary: Variable depending upon specific work

Key Responsibilities & Accountabilities:

- To deliver football coaching sessions appropriate to the age and ability of the participants.
- To produce and evaluate session plans for all activities.
- To carry out risk assessments and report any incidents / accidents to the Trust immediately.
- To take payment for activities as appropriate and deliver back to the Trust with records to back up payments made.
- To ensure that all Trust equipment is in good working order and assembled properly – to report to the Trust any equipment that needs attention.
- To ensure that the Trust’s Codes of Conduct are adhered to.
- To keep up to date registers for all activities and add details to the Trust’s database (Views) on a regular basis.
- To assist in the cross promotion of Trust activities.
- To attend training courses continuing professional development as required.
- To adhere to National Governing Body (FA) guidelines.
- Any other task which is deemed necessary by the Trust as it grows

<table>
<thead>
<tr>
<th>Person Specification</th>
<th>Description</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications</td>
<td>• FA Level 1 Coach</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>• FA Level 2 Coach</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Safeguarding &amp; Protecting Children &amp; Vulnerable Adults</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Emergency First Aid qualification</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>• Member of FA Licensed Coaches Club</td>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>
2. Experience
- Planning and delivering coaching sessions
- Coaching children and young people
- Working with and in schools
- Coaching adults
- Running football tournaments

3. Knowledge
- Understanding of the rules and tactics of Football
- Understanding of the school environment
- Fitness Training Principles
- Knowledge of working with older people

4. Technical Competencies

| IT | • Competent in the use of social media for marketing purposes | * |
| Communication | • Excellent verbal, written and presentation skills | * |
| Analysis and Problem Solving | • Uses a methodical approach to isolate problems and define opportunities to provide creative and realistic solutions which meet the Trust’s and partners needs | * |

5. Core Competencies

| Planning & Project Management | • Is able to evaluate successes and areas for development | * |
| Customer Services | • An understanding of delivering highly customer facing services and solutions | * |
| Leadership | • Transmission of the Trust’s vision | * |
| | • Motivates others | * |
| | • Acts as a role model with behaviour consistent with the vision of the Trust and sends clear messages | * |

6. Personal Attributes

| • Self driven and motivated | * |
| • A clear drive to produce high quality work | * |
| • Willingness to work evenings and weekends | * |
| • An excellent communicator | * |
| • Flexible and positive attitude | * |

7. Other
- Full Driving License
- Own Transport

Equal Opportunities

Chesterfield FC / Chesterfield FC Community Trust is an equal opportunity employer
Job Description & Person Specification

Title: Head Football Coach (Casual)

Reports to: Sport & Activity Manager

Based at: The Proact Stadium, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ

Job Purpose: To plan and deliver safe enjoyable ability specific coaching sessions that are both structured and progressive.

Salary: Variable depending upon specific work

Key Responsibilities & Accountabilities:

- To deliver football coaching sessions appropriate to the age and ability of the participants.
- To manage and organise casual coaches working on site.
- To produce and evaluate session plans for all activities.
- To carry out risk assessments and report any incidents / accidents to the Trust immediately.
- To follow the Trust’s child protection guidelines.
- To take payment for activities as appropriate and deliver back to the Trust with records to back up payments made.
- To ensure that all Trust equipment is in good working order and assembled properly – to report to the Trust any equipment that needs attention.
- To ensure that the Trust’s Codes of Conduct are adhered to.
- To keep up to date registers for all activities and add details to the Trust’s database (Views) on a regular basis.
- To assist in the cross promotion of Trust activities.
- To attend training courses continuing professional development as required.
- To adhere to National Governing Body (FA) guidelines.
- Any other task which is deemed necessary by the Trust as it grows

<table>
<thead>
<tr>
<th>Person Specification</th>
<th>Description</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications</td>
<td>• FA Level 2 Coach</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Safeguarding &amp; Protecting Children &amp; Vulnerable Adults</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>• Emergency First Aid qualification</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>2. Experience</td>
<td>Planning and delivering coaching sessions</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coaching children and young people</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Working with and in schools</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coaching adults</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Running football tournaments</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

| 3. Knowledge          | Understanding of the rules and tactics of Football | * |
|                       | Understanding of the school environment     | * |
|                       | Fitness Training Principles                 | * |
|                       | Knowledge of working with older people      | * |

| 4. Technical Competencies | IT | Competent in the use of social media for marketing purposes | * |
|                          |    | Experience of using databases                             | * |
|                          | Communication | Excellent verbal, written and presentation skills | * |
|                          |              | Comfortable in working with a wide and diverse range of different people | * |
|                          | Analysis and Problem Solving | Uses a methodical approach to isolate problems and define opportunities to provide creative and realistic solutions which meet the Trust’s and partners needs | * |

| 5. Core Competencies  | Planning & Project Management | Is able to evaluate successes and areas for development | * |
|                       | Customer Services | An understanding of delivering highly customer facing services and solutions | * |
|                       |              | Understanding of customer requirements | * |
|                       | Leadership | Transmission of the Trust’s vision | * |
|                       |             | Motivates others | * |
|                       |             | Acts as a role model with behaviour consistent with the vision of the Trust and sends clear messages | * |

| 6. Personal Attributes | Self driven and motivated | * |
|                        | A clear drive to produce high quality work | * |
|                        | Willingness to work evenings and weekends | * |
|                        | An excellent communicator | * |
|                        | Flexible and positive attitude | * |

| 7. Other               | Full Driving License | * |
|                        | Own Transport | * |

**Equal Opportunities**

Chesterfield FC / Chesterfield FC Community Trust is an equal opportunity employer
Job Description & Person Specification

Title: Multi-Sport Coach (Casual)

Reports to: Sport & Activity Manager

Based at: The Proact Stadium, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ

Job Purpose: To plan and deliver safe enjoyable ability specific coaching sessions that are both structured and progressive.

Salary: Variable depending upon specific work

Key Responsibilities & Accountabilities:

- To deliver multi-sport sessions appropriate to the age and ability of the participants.
- To produce and evaluate session plans for all activities.
- To carry out risk assessments and report any incidents / accidents to the Trust immediately.
- To take payment for activities as appropriate and deliver back to the Trust with records to back up payments made.
- To ensure that all Trust equipment is in good working order and assembled properly – to report to the Trust any equipment that needs attention.
- To ensure that the Trust’s Codes of Conduct are adhered to.
- To keep up to date registers for all activities and add details to the Trust’s database (Views) on a regular basis.
- To assist in the cross promotion of Trust activities.
- To attend training courses continuing professional development as required.
- To adhere to National Governing Body guidelines.
- Any other task which is deemed necessary by the Trust as it grows

Person Specification

<table>
<thead>
<tr>
<th>Person Specification</th>
<th>Description</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications</td>
<td>NGB Level 1 Coach Awards (min 2 sports)</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>Sports Leaders Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>NGB Level 2 Coach Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safeguarding &amp; Protecting Children &amp; Vulnerable Adults</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency First Aid qualification</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>*</td>
</tr>
</tbody>
</table>
2. Experience
- Planning and delivering coaching sessions
- Coaching children and young people
- Working with and in schools
- Coaching adults
- Coaching more than 1 sport

3. Knowledge
- Understanding of the school environment
- Fitness Training Principles
- Knowledge of working with older people

4. Technical Competencies
| IT                  | • Competent in the use of social media for marketing purposes
|                     | • Experience of using databases
| Communication       | • Excellent verbal, written and presentation skills
|                     | • Comfortable in working with a wide and diverse range of different people
| Analysis and Problem Solving | • Uses a methodical approach to isolate problems and define opportunities to provide creative and realistic solutions which meet the Trust’s and partners needs

5. Core Competencies
| Planning & Project Management | • Is able to evaluate successes and areas for development
| Customer Services            | • An understanding of delivering highly customer facing services and solutions
|                              | • Understanding of customer requirements
| Leadership                   | • Transmission of the Trust’s vision
|                              | • Motivates others
|                              | • Acts as a role model with behaviour consistent with the vision of the Trust and sends clear messages

6. Personal Attributes
- Self driven and motivated
- A clear drive to produce high quality work
- Willingness to work evenings and weekends
- An excellent communicator
- Flexible and positive attitude

7. Other
- Full Driving License
- Own Transport

Equal Opportunities
Chesterfield FC / Chesterfield FC Community Trust is an equal opportunity employer
Job Description & Person Specification

Title: Sports Coach (Casual)

Reports to: Sport & Activity Manager

Based at: The Proact Stadium, 1866 Sheffield Road, Whittington Moor, Chesterfield S41 8NZ

Job Purpose: To plan and deliver safe enjoyable ability specific coaching sessions that are both structured and progressive.

Salary: Variable depending upon specific work

Key Responsibilities & Accountabilities:

- To deliver sports specific coaching sessions appropriate to the age and ability of the participants.
- To produce and evaluate session plans for all activities.
- To carry out risk assessments and report any incidents / accidents to the Trust immediately.
- To take payment for activities as appropriate and deliver back to the Trust with records to back up payments made.
- To ensure that all Trust equipment is in good working order and assembled properly – to report to the Trust any equipment that needs attention.
- To ensure that the Trust’s Codes of Conduct are adhered to.
- To keep up to date registers for all activities and add details to the Trust’s database (Views) on a regular basis.
- To assist in the cross promotion of Trust activities.
- To attend training courses continuing professional development as required.
- To adhere to National Governing Body guidelines.
- Any other task which is deemed necessary by the Trust as it grows

Person Specification

<table>
<thead>
<tr>
<th>Person Specification</th>
<th>Description</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications</td>
<td>NGB Level 1 Coach</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td></td>
<td>NGB Level 2 Coach</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Safeguarding &amp; Protecting Children &amp; Vulnerable Adults</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency First Aid qualification</td>
<td></td>
<td>*</td>
</tr>
<tr>
<td>2. Experience</td>
<td>Planning and delivering coaching sessions</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>
3. Knowledge

- Understanding of the rules and tactics of your sport
- Understanding of the school environment
- Fitness Training Principles
- Knowledge of working with older people

4. Technical Competencies

**IT**
- Competent in the use of social media for marketing purposes
- Experience of using databases

**Communication**
- Excellent verbal, written and presentation skills
- Comfortable in working with a wide and diverse range of different people

**Analysis and Problem Solving**
- Uses a methodical approach to isolate problems and define opportunities to provide creative and realistic solutions which meet the Trust’s and partners needs

5. Core Competencies

**Planning & Project Management**
- Is able to evaluate successes and areas for development

**Customer Services**
- An understanding of delivering highly customer facing services and solutions
- Understanding of customer requirements

**Leadership**
- Transmission of the Trust’s vision
- Motivates others
- Acts as a role model with behaviour consistent with the vision of the Trust and sends clear messages

6. Personal Attributes

- Self driven and motivated
- A clear drive to produce high quality work
- Willingness to work evenings and weekends
- An excellent communicator
- Flexible and positive attitude

7. Other

- Full Driving License
- Own Transport

---

**Equal Opportunities**

Chesterfield FC / Chesterfield FC Community Trust is an equal opportunity employer