

JOB DESCRIPTION

Job Title	Lead Coach	Department	Schools & Coaching
Location	14 Pride Point Drive, Pride Park, Derby, DE24 8BX	Reports to (Role)	Schools Coaching Lead

Job Summary and Main Purpose

The Lead Coach is responsible for co-ordinating, delivering and monitoring high quality sessions across a range of Schools & Coaching programmes, including the co-ordination of a specific key project within the department. The Lead Coach will also lead a small team of Community / Apprentice Coaches, providing development, leadership and support to the team.

Key Responsibilities

- Maintain links with school representatives and other stakeholders.
- Co-ordinate, deliver and monitor high quality sessions across a range of programmes.
- Support primary school teachers with their delivery of PE and school sport.
- Lead a small team of Community Coaches / Apprentice Coaches
- Co-ordinate, monitor and evaluate a specific key project, ensuring objectives are met.
- Keep up to date and accurate records, including registers.
- Mentor and support apprentices, volunteers and work experience students according to the criteria set within their role.
- Have a solid understanding of the work of the department and actively promote the wider work of the Trust.
- Commit to both Trust and individual CPD programmes to develop personal knowledge / performance.
- Take responsibility for organising and maintaining equipment ensuring it is fit for purpose.
- Collaborate with and support colleagues
- To be a positive role model to stakeholders, colleagues, children and young people by maintaining high standards of coaching, positive attitude and appropriate language.
- To be responsible for the health, safety and welfare of customers and colleagues, complying with health and safety guidance and policy.
- Continuously work to maintain, embed and improve the Trust's safeguarding provision, ensuring the highest standards for safeguarding children and vulnerable adults.
- To uphold and promote all Trust policies and procedures.
- To present and promote an appropriate public image in representing the organisation.
- To undertake any other duties as may reasonably be required commensurate with the post.

General Responsibilities

- Ensuring continuous compliance with the requirements of relevant Health & Safety and Data Protection legislation. It is the duty of every staff member to take reasonable care of their own and other people's health, safety, and welfare, and to report to DCCT any situation which poses a serious or imminent threat to the well-being of themselves or of any other person.

- It is essential that there is a consistent and effective approach to the process of identification and management of risks across the Trust. The escalation of risk within an organisation is a key mechanism for ensuring that risk is managed at the appropriate level by the appropriate individuals. All staff have a duty to ensure compliance with the Trust's Risk Management policies and procedures.
- Demonstrating the impact of DCCT programmes is a key performance indicator for the Trust. Capturing, recording, and analysing data is essential in supporting this. All staff are required to ensure they play their role where applicable.
- The assurance of quality is fundamental for all work undertaken by DCCT and should be implemented by all staff in their work. To that effect DCCT shall: Regularly monitor and measure the quality of its work methods, outputs and outcomes with a view to ensuring high quality standards, best value and continuous improvement.
- To uphold the Trust's Equal Opportunities policies & practices, positively promoting equality of opportunity.

Person Specification

	Essential	Desirable
Qualifications		
FA UEFA C (Level 2) Coaching Football (or working towards)	Y	
FA Safeguarding Children	Y	
FA Emergency First Aid	Y	
Full UK Driving License (and access to vehicle)		Y
Other NGB Coaching Qualification		Y
FUNdamentals & Multi Skills Training		Y
AfPE Level 3 / Level 5		Y
FA Mentoring Adults		Y
Educated to degree level or equivalent		Y
Experience		
A minimum of two years' experience of delivering high quality coaching sessions to children aged between 4 and 11 years	Y	
Working in an educational environment	Y	
Working with children and adults from under-represented groups	Y	
Delivery, or supporting the delivery, of the PE National Curriculum	Y	
Working within a sport specific environment	Y	
Mentoring individuals to improve performance	Y	
Working knowledge of the Trust		Y
Experience or knowledge of the Premier League Primary Stars programme		Y
Developing new initiatives and programmes		Y
Experience working in a Community Trust setting		Y
Skills		
Excellent communication skills with the ability to communicate effectively, positively and professionally with people at all levels	Y	
Excellent personal time management, punctuality, consistency and reliability	Y	

Ability to show conduct in line with DCCT values	Y	
Ability to use ICT effectively and securely	Y	
Ability to lead and motivate a team	Y	
Excellent planning and organisational skills	Y	
Committed to high standards	Y	
Good knowledge of age-appropriate coaching	Y	
Ability to take a considered and sensible approach to problem-solving	Y	
Knowledge and understanding of safeguarding	Y	
Flexible approach and prepared to work unsociable hours	Y	

Values

Our values underpin everything we deliver as a charity. The postholder is responsible for role modelling these values and is accountable for their own attitude and behaviour.

We are:

- **Caring** in our approach
- **Collaborative** in our partnerships
- Creating **meaningful** experiences
- Effectively fulfilling **potential**
- Taking **pride** of our work
- **Valued** by our community

Equality, Diversity & Inclusion

Derby County Community Trust believe our workforce should be as diverse as the communities we serve. We are committed to encouraging equality, diversity & inclusion throughout our workforce, and eliminating unlawful discrimination.

Safeguarding

Derby County Community Trust have a responsibility to promote the welfare of all children, young people, and adults at risk to keep them safe and is committed to working in a way that protects them. The Trust expects all staff and volunteers to share this commitment.

Signature of Postholder

Date

Name