



## JOB DESCRIPTION

**Job Title:** Assistant Head Coach (part time)

**Reports To:** Head of Coaching

**Purpose:** The role will be delivering football coaching sessions as part of Football Beyond Borders' (FBB) community football sessions.

### Main Duties

1. Undertake the day to day delivery of FBB's community football sessions in line with the Head of Coaching according to an agreed timetable.
2. Support the Head of Delivery in the evaluation and monitoring of individual sessions and participant performance
3. Support the Head of Coaching in the development of sessions in line with FBB's unique, values-based coaching methodology
4. Liaise with the Head of Coaching and the Head of Delivery to provide ongoing feedback on progress with your assigned projects
5. Responsible for kit and equipment use, maintenance and safe storage
6. Provide First Aid cover for FBB sessions and ensure sessions are safe and enjoyable for all
7. Any other reasonable duties as required by the Head of Coaching or the leadership team

This Job Description sets out the major duties associated with this post, it is assumed that other duties of a similar level / nature undertaken within the organisation are not excluded simply because they are not itemised.

Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy / needs of an individual participant, in this event appropriate training will be provided.

The post holder will be expected at all times to operate within the FBB's Policies, particularly in respect of:

- Equality and Diversity,
- Health & Safety,
- Safeguarding.

### Person Specification

Essential

- Experience of coaching football to participants aged between 9 and 18
- Experience of creating, planning and delivering structured sports or training sessions
- Qualified FA Level 1 Coach
- A hunger to undertake continuous personal development
- A willingness to use initiative and take on new challenges
- The ability to communicate effectively both orally and in writing and to be fully competent in the use of Microsoft Office programs
- Commitment to FBB's Values

#### Desirable

- Qualified FA Level 2 / Uefa B Coach
- Experience of delivering sports and/or education sessions in a school environment
- Full driver's licence and own car

#### **Terms and Conditions**

- This is a part time, fixed term position which we hope will grow into a full time role.
- This is a 10 week, fixed term contract for between 10 and 15 working hours per week.
- Conditions of Service will be those as set in the FBB staff contract.
- Hourly rate is £11 per hour for session delivery, preparation and evaluation.
- Hours of duty will be determined by the Line Manager (FBB's Head of Coaching). The post holder will be expected to have a flexible approach to working hours.
- Annual leave entitlement will be pro rata to 26 days (not inclusive of bank holidays).
- The college operates policies on equal opportunities and the employment of disabled persons.
- Any offer of appointment will be subject to receipt of satisfactory references and Enhanced Disclosure Barring Service Checks.

#### **Application**

Deadline for the receipt of written applications is midday on Friday 12<sup>th</sup> February

Please submit a written application form of no more than 2 sides of A4 in minimum 11 point font on the following two areas;

1. Why you want to do this job and work for FBB
2. How your skills and experience relate to the role advertised

Please also submit an up to date CV with details of a minimum of two referees.

Please submit the application and CV to [jreynolds@footballbeyondborders.org](mailto:jreynolds@footballbeyondborders.org)