

Education / Community Sports Coach

Job Description and Person Specification

Position: Education / Community Sports Coach	Department: Education and Community	Reporting to: Head of Operations
Salary:	Contract: Full Time - Permanent	Hours per week: 20 hours 5 out of 7 days

Job purpose: Your primary role is to inspire and empower young minds through sport. You'll not only uphold high standards of delivery, compliance and professionalism but also play a pivotal role in fostering the core values that define us as an organisation. You will be responsible for delivering a range of Schools and Community Youth work programmes in Milton Keynes and the surrounding area. These activities will include planning, promoting, monitoring, and evaluating the activities that are delivered as well as creating and sustaining relationships with key stakeholders.

Role Competencies:

Planning Timescales:

- Complete all administration processes, session planning methodology, reviews, and other operational requirements on time and to a high quality.
- Keep up to date and accurate records, including registers.

Budget Management:

- To understand own accountability and how own actions effect costs within the business.

Decision Making:

- Monitor and evaluate personal performance in relation to Schools and Community programmes.
- Promote the activities, the organisation and further trust to ensure it is maintained and enhanced over time.
- Cultivate a culture of excellence, ensuring that other coaches adhere to the principles of our core values.

Impact and Influence:

- Be the beacon of excellence as you deliver sports and physical activities predominantly to children and young people, both within a school environment and through dedicated community programmes.
- Ensure governance within the MK Dons SET Schools and Community programmes is adhered too.
- Ensure the safety of participants, volunteers and staff are a priority.
- Undertake every opportunity to promote a positive image of Milton Keynes Dons Sport and Education Trust.
- Ensure objectives are met within specific projects running within Schools and Community programmes.
- Ensure that all groups within the local community are represented within the activity programme.
- Deliver relevant reports as requested by the Programme Lead(s).

Skill Level:

- Deliver or support high quality coaching sessions to develop all players holistically.
- Sessions should be in line with Senior Managers expectations and recognize vision and philosophy, and what is suitable for the participants based on the context you are working.
- Be able to support trainee coaches, apprentices, volunteers, and work experience students according to the criteria set within their role.

Lead and Develop:

- Evaluate players within your sessions.
- Maintain links with Schools, Community and Youth organisations.
- Develop personal knowledge for the benefit of yourself and the organisation.

Communication:

- To support the relationships between club, player, and parents
- To liaise with other age group coaches around best practice, players going through age group transitions etc.
- Maintain links with school representatives and other stakeholders.
- Use effective communication with other organisation coaching staff through daily and weekly reflection sessions, building a collaborative and high-performing team.
- Support trainee coaches and apprentices, sharing your wealth of experience and expertise.
- Provide regular feedback and set clear objectives for personal and team development.

Operating Parameters:

- To store and maintain the kit and equipment you are given as part of your role.
- Comply with the company policy requirements for equal opportunities, racial equality, sexual discrimination, and disability.
- To ensure accurate monitoring of records for all activities are maintained.
- To be responsible for reporting all safeguarding issues when notified via the correct mechanisms.
- To perform other duties as required which are considered relevant to the post and to the objectives of the Milton Keynes Dons Sport and Education Trust.

Essential and Desirable Job Criteria:

- FA Safeguarding Children Course (E)
- UEFA C (E) or any Level 2 Sports Coaching Qualification, UEFA B (D).
- Willing to work towards Level 2 or 3 Youth work qualification.
- First aid qualification (E)
- Highly motivated, reliable, and proactive with a good understanding of coaching sport and their own scope of practice. (E)
- Experience in coaching sport in a variety of settings working with a variety of ages and abilities. (E)
- Excellent communication skills with an ability to liaise with participants, coaches, medical staff and such individuals in a personable and professional manner. (E)
- Flexible approach to work, in order to dedicate time to the club as the schedule determines. (E)
- Have the drive and enthusiasm to set high standards. (E)
- Highest standards of professional and personal conduct, especially confidentiality. (E)
- Full clean driving license (E)
- Attending relevant CPD (D)
- Knowledge and understanding of working with young people (E)
- Ability to work in a team environment (E)

Safeguarding - We are committed to safeguarding and protecting children and young people (CYP) and at-risk Adults (ARA) Our expectation is that you will fully accept your responsibility for the safety and welfare of all CYP and ARA by being fully conversant with all our safeguarding policies and reporting anything that does not appear to be correct. The post maybe subject to an enhanced DBS check and yearly self-declarations.

Equality and Diversity – must be able to demonstrate that equality, diversity and inclusion will be maintained and developed across all programmes and areas of the business.

Competency Total:

Level