

Lead Football Coach (Education)

Job Description and Person Specification

Position: Lead Football Coach (Education)	Department: MK DONS SET Education Department	Reporting to: Head of Education
Salary: £13ph	Contract: Fixed term until July 2025	Hours per week: 15 hours (Mon-Friday) (Annual Leave to be taken out of term time only)

Job purpose: Your primary role is to inspire and empower young minds through sport. You will 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 the enrichment delivery of the Football Education Programme (Post-16). Equally to actively work alongside the education lead Tutor to uphold the importance of daily academic lessons.

Additional responsibilities to this, the lead coach will be planning, promoting, monitoring and evaluating the activities that are delivered, as well as creating a positive programme culture and sustaining relationships with key stakeholders.

Role Competencies:

Planning Timescales:

- You will ensure overall effectiveness in planning, preparing, and delivering the Football Education provision for the benefit of MK DONS SET partners, customers and stakeholders.
- Complete all administration processes, session planning methodology, reviews, and other operational requirements on time and to a high quality.
- Manage, analyse and report on the engagement, attendance and appropriate outcomes of each learner enrolled across the Football Education Programme and work closely with the Tutor Lead to ensure quality education, keep up to date and accurate records, including registers.

Decision Making:

- Monitor/evaluate personal performance in relation to the Football Education programmes and promotions.
- 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 & Influence:

- Be the beacon of excellence as you deliver sport and physical activities predominantly to young people, both within the Football Education Programme, schools and leadership initiatives.
- Ensure governance within the MK Dons SET Schools and wider programmes is adhered too.
- Ensure the safety of all 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, specific projects running within the Football Education Programme and Schools.
- Ensure that all groups within the local community are represented within the activity programme.
- Deliver relevant reports as requested by the Education / Programme Lead(s).

Skill Level:

- Deliver or support high quality football 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 accepting to support trainee coaches, apprentices, volunteers, and work experience students according to the criteria set within their role.
- Work closely with the Tutor Lead to ensure quality education is a priority and that preset expectations are met.

Communication:

- To support the relationships between club, player, parents and schools/colleges.
- To liaise with other age group coaches around best practice, players going through age group transitions etc.
- Spearhead effective communication with daily and weekly reflection sessions.
- Lead by example, providing regular feedback, setting clear objectives for personal and team development.
- Identify case studies and success stories to support the marketing and communication of MK DONS SET.
- Liaise with appropriate bodies for fixtures, leagues and tournaments in a professional and timely manner.

Lead & Develop:

- Develop, implement and evaluate players within your sessions.
- Develop personal knowledge for the benefit of both you and the organisation.
- Represent and promote MK DONS SET at sector-relevant external networks/partnerships/conferences.
- Nurture external partnerships with schools, colleges to support a wider audience to grow student numbers.
- Contribute to the creation of varied enrichment opportunities (football and non-football) to add value to the student experience.
- Develop pathways for students beyond the Football Education Programme into wider SET opportunities and external providers.

Operating Parameters:

- To store and maintain the kit and equipment you are given as part of your role, across the full range of SET facilities.
- Lead administrative and support-based tasks associated with the successful delivery of the programme.
- Operate within agreed budgetary parameters and follow financial and audit processes.
- Comply with the company policy requirements for equal opportunities, racial equality, sexual discrimination, disability and be an active member of the Safeguarding Team.
- To be responsible for reporting all safeguarding issues when notified via the correct mechanisms.
- Comply with branding, sponsorship and principal partner expectations.
- 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 & Desirable Job Criteria:

- FA Safeguarding Children Course (E)
- UEFA B (E) or working towards, UEFA A (D)
- First aid qualification (E)
- High level of enthusiasm and standards of professional and personal conduct, especially confidentiality. (E)
- Excellent communication skills with an ability to liaise with participants, coaches, medical staff and such individuals in a personable and professional manner. (E)
- Knowledge and understanding of working with young people (E)
- Highly motivated, reliable and proactive, with a good understanding of coaching sport. (E)
- Experience in coaching sport in a variety of settings working with a variety of ages and abilities. (E)
- Flexible approach to work, to dedicate time to the club as the schedule determines. (E)
- Full clean driving license (E)

- Attending relevant CPD (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 & 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