

# Job Description and Person Specification

## Position Details

**Position:** Football Development Coach

**Department:** SET / Community Delivery

**Reporting to:** Jack Sharp

**Level:** Non-management

**Contract:** Fixed term

**Hours:** Casual

Overall Objective: To plan and deliver football and multi sport sessions within Milton Keynes and the surrounding areas to support Milton Keynes Dons Sport & Education Trust community offer.

### Job Description

**Main Objectives**

The role requires an individual who can plan and prepare and implement well-structured and progressive sports coaching session ensuring a high quality, enjoyable coaching experience centred on the needs of the participants.

The role involves some weekend, evening working and is subject to safer recruitment practices.

**Summary of Duties**

- To work with the Community Delivery Manager and Community Delivery Project Officer to develop wider geographic delivery opportunities. All activities should be in line with the strategic development of the Trust.
- To plan and prepare and implement well-structured and progressive sports coaching programmes ensuring a high quality, enjoyable coaching experience centred on the needs of the participants.
- To carry out administrative duties as necessary e.g. maintain accurate attendance registers; carry out risk assessments, monitor and evaluate assessment of coaching sessions.
- To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement.
- To report to the Community Delivery Manager when required.

### Person Specification

**Essential**

- A year experience of coaching in a sports setting.
- Experience of coaching in a wide range of environments including schools, clubs and community settings.
- Experience of delivering coaching sessions using The FA Long Term Development Model (LTPD)
- Good communication skills, both verbal and written
- Ability to inspire children, young people and adults.
- Ability to develop and implement high quality, varied and creative coaching sessions focusing on a young person-centred approach.
- Must be able to work as part of a team and be self-motivated.
- Modern approach to coaching.
- FA Level 2 Qualification
- FA Youth Award Level 1
- Member of The FA Licensed Coaches Club
- Enhanced Barring & Disclosure form
- Able to work within flexi-hours to dovetail with other staff in the Club especially on Match Days
- Willing to work unsociable hours (evenings and weekends).
- Able to drive and have access to a car.
- Be interested in all aspects of Football Development.
- A demonstrable record of implementing Equal Opportunity policies and activities.

**Desirable**

- An ability to keep and maintain records.
- An ability to demonstrate good administrative skills.
- Ability to co-ordinate workload.
- FA Youth Award Mod 2
- FA Youth Award Mod 3
- Mutli Skills or Fundamentals qualification

<ul style="list-style-type: none"><li>• To undertake every opportunity to promote a positive image of Milton Keynes Dons Sport and Education Trust.</li><li>• To positively promote the Trust's Equal Opportunities policy and core values in all aspects of the post's responsibilities and duties.</li><li>• To be prepared to regularly carry out work during evening and weekend periods (unsociable hours).</li><li>• To maximise opportunities to raise awareness of the organisations activities</li><li>• To ensure that the safety of participants, volunteers and staff is prioritised at all times</li></ul>	<ul style="list-style-type: none"><li>• A relevant Sport or Leisure qualification.</li></ul>
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