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### Role Description

##### Business Area

Sport and Public Services

##### Job Title

Football Development Coach

##### Salary Scale

BS Fixed Point 24 - £18,253 pro rata per annum

##### Location

Hopwood Hall College

##### Accountable to

Programme Manager of Sport

##### Hours of Duty

13 hours per week, Term Time Only for 36 weeks

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

To provide quality support to our education & training services and assist in the learning process.

### Duties

1. Attend regular meetings.
2. To implement policies and procedures as determined by college management.
3. To deliver a range of programmes specific to Academy context.
4. To prepare structured, developmental sessions and monitor students’ progress.
5. Maintaining up-to-date records relating to the Academy (Registers, student progression).
6. To assist in the marketing and publicity of section & Academy activities.
7. To participate in the running of trials of new students.
8. To transport students to and from fixtures along with supervising and coaching students while at the games.
9. To contribute to the induction of the students.
10. To play an effective part in the teamwork of the sports section.
11. To operate within an equal opportunities framework and promote equality of opportunity in all aspects.
12. Any other duties of a similar level of responsibility as may be required.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

### This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

Clean Driving Licence + D1 or Mini Bus Licence

Hold National Governing Body Coaching qualifications.

Level 2 FA Coaching Certificate and the willingness to work towards UEFA B Qualification.

First Aid Qualification.

**How Identified**: Application / Interview

#### Experience

##### Essential Criteria

Sports specific background

Minimum of 1 years’ experience coaching.

**How Identified**: Application / Interview

#### Specialist Knowledge

##### Essential Criteria

Specific sports coaching

Awareness of H&S Issues

**How Identified**: Application / Interview

#### IT Skills

##### Essential Criteria

Intermediate level of Microsoft applications.

Willing to undertake IT training relevant to their role.

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** | |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising | **Less relevant** |

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| **2. Supporting and Co-operating** | |
| 2.1 Working with people | **Essential** |
| 2.2 Adhering to principles and values | **Essential** |

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| **3. Interacting and Presenting** | |
| 3.1 Relating and networking | **Essential** |
| 3.2 Persuading and influencing | **Essential** |
| 3.3 Presenting and communicating | **Desirable** |

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| **4. Analysing and Interpreting** | |
| 4.1 Writing and reporting | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing | **Desirable** |

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| **5. Creating and Conceptualising** | |
| 5.1 Learning and researching | **Essential** |
| 5.2 Creating and innovating | **Essential** |
| 5.3 Formulating strategies and concepts | **Desirable** |

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| **6. Organising and Executing** | |
| 6.1 Planning and organising | **Desirable** |
| 6.2 Developing results and meeting customer expectations | **Essential** |
| 6.3 Following instructions and procedures | **Essential** |

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| **7. Adapting and Coping** | |
| 7.1 Adapting and responding to change | **Essential** |
| 7.2 Coping with pressures and setbacks | **Essential** |

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| **8. Enterprising and Performing** | |
| 8.1 Achieving personal work goals and objectives | **Essential** |
| 8.2 Entrepreneurial and commercial thinking | **Less Relevant** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.