

Accrington Stanley Community Trust – Job Description

Job Title	Lead Coach and Recruitment Officer (Football College)
Reports to	Head of Education
Location:	Stanley Sports Hub, Accrington
Contract:	Permanent
Hours:	37.5 Hours Per Week
Remuneration:	Salary band: £19,851-£22,000 per annum (depending on experience) plus annual salary review, performance bonuses, expenses, pension scheme.
Benefits:	Free half term childcare, free onsite gym membership, annual leave loyalty allowance.
Annual Leave:	28 days p/a (including 8 bank holidays) + 2 additional days at Christmas.

The Purpose of the role:

Accrington Stanley Community Trust is the charitable arm of Accrington Stanley FC, delivered as a separate organisation, in partnership, with a focus on engaging, developing, inspiring and supporting the people of Hyndburn to live better lives.

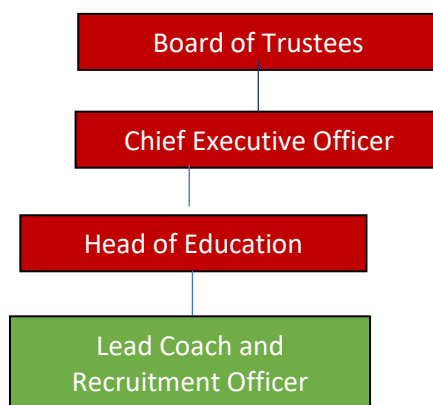
The post comprises of two key areas:

Practical Delivery - Leading, organising and delivering on all practical aspects of the Football Education Programme. A key area of the role will be to create and implement a successful, engaging training and games programme for all of our students, as well as being the lead coach for a squad on match days. Duties will also include keeping up to date with the relevant administration duties.

Recruitment- recruitment of students onto the programme is an essential element of the post. The post holder will create and implement an effective recruitment strategy to engage the target audience using a variety of methods. There is also an expectation for the post holder to deliver a range of further school and community activities. The role will include regular liaison with schools and grassroots football clubs across Hyndburn, Ribble Valley and Rossendale as well as the Youth Academy Department within Accrington Stanley Football Club. This role also requires the holder to work under the jurisdiction of the Head of Education and Chief Executive.

There is also an expectation that the Lead Coach and Recruitment Officer will have a minimum of 1 year previous experience working with the 16-19 age category. The role also requires a dedication to work on weekends, evenings and ASFC match days should the charity require. There is a minimum requirement for the holder to have a full valid UK driving licence with business insurance as travelling across East Lancashire and other areas will be part of this role.

The role fits in the organisation here:



Key facts & figures of the role: Key accountabilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken;

- To manage and lead the practical element of the Football Education Programme
- To develop an engaging and successful season long training and games programme for ALL students on programme
- To be the head coach for a team on match days, and transport the squad via minibus.

Accrington Stanley Community Trust – Job Description

- To ensure match days are organised effectively for all the relevant squads. This includes allocating students to the relevant squads on a weekly basis, organising the necessary kit/equipment and liaising with parents to ensure everybody attends.
- To take a lead role in the recruitment of future students onto the Football Education Programme.
- To support the Education Department on any new or existing projects when required.
- To assist the Education and Employability Officers when required with support on the BTEC Level 2 and 3, traineeships and Foundation Degree.
- To collect and record accurate information for ALL elements of the programme, enabling effective monitoring and evaluation of delivery and recruitment.
- To create promotional materials that will enable the effective advertising of all related activities to local schools and grass roots clubs.

Additional

- To comply with the Community Trust approach to Education and Employability
- To assist the delivery of ASCT activities when required, which take place at all Accrington Stanley Football Club home fixtures.
- To perform other duties as reasonably assigned or under the authority of the senior management team
- Develop and maintain effective working relationships across whole delivery team
- Must undertake any necessary internal or external training in accordance with company procedure/policies
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way
- To promote the brand of Accrington Stanley to increase awareness in both the Community Trust and the Football Club.
- To at all times represent Accrington Stanley Community Trust in a professional manner regarding dress, presentation, personal hygiene, conduct and professionalism

Key Relationships of the role:

CEO, Senior Management Team, Tutors

What is needed to be successful in this role (Person Specification):

Core Competencies:

- Works collaboratively with others and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust
- Persuasively communicates with others in an open, clear, concise and purposeful way to build effective relationships and gain support and 'buy in' for ideas
- Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust
- Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust.
- Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust
- Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust.

Personal Qualities:

- Enthusiasm, energy and resilience
- Focused
- Personable
- Rational thinker
- Trustworthy
- Confident
- Competitive
- Desire to lead, inspire and motivate

Qualifications/ Experience:

Essential

- Level 2/UEFA C Football Coaching Qualification as a minimum
- Recruitment experience
- 1 year's previous experience working with the 16-19 age group.
- Full valid UK driving licence with access to car during work hours
- Educated to A-Level standard or equivalent

Accrington Stanley Community Trust – Job Description

Desirable

- UEFA B license
- Sport related degree
- FA Youth Modules

Accrington Stanley Community Trust Vision:

“Use the power of Accrington Stanley Football Club to improve the lives of the people of Hyndburn through participation in sport and exercise”.

Mission:

Our mission is to support the local community regardless of age, gender, race, religion or skill level and promote a healthier lifestyle through sport and education by encouraging individuals to take part in fun based activities, which develop confidence, co-operation and education.

Core Values:

- **Challenge** behaviour and attitudes, promoting **Respect** and celebrating diversity
- **Inspire** to achieve and **Fulfil** potential
- **Develop** leaders, coaches and volunteers
- **Innovate** in delivery

Purpose:

In placing Accrington Stanley Football club at the heart of the community we will:

1. Increase participation in Sport & Exercise and develop talent pathways.
2. Promote wellbeing and healthy lifestyles within local communities.
3. Deliver an inclusive programme of activities that involves and engages hard to reach groups, improving community cohesion.
4. Develop and empower leaders, coaches and volunteers.
5. Engage and inspire young people, raising and celebrating educational achievement.
6. Govern the operations of ASCT efficiently and effectively.

Equality and Safeguarding:

ASCT are a charity committed to equality and the recruitment process for the role being advertised will adhere to the latest equality legislation.

ASCT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with children and young people and is subject to Enhanced Disclosure and Barring Service (DBS) checks. Clearance through DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. Two references will also be required. Applicants will, in addition be expected to undertake training appropriate to the role.

You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of the Trust. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the organisation.

How to apply:

Please email a cover letter and copy of your CV to:

Jobs@stanleytrust.co.uk

If you would like more information, or to discuss any areas of the role, please email

mark.whalley@stanleytrust.co.uk or call the office on 01254 475013