



COMMUNITY SPORTS FOUNDATION

Job Description



CSF COACH APPRENTICE

Line Manager: Operations Manager

Contract length: 1 year

Salary: Apprentice Salary

JOB ROLE OUTLINE

The **CSF Coach Apprentice** will be required to learn the role of a CSF Community Coach by supporting and delivering high quality coaching sessions across a variety of initiatives and programmes in line with the Foundation's delivery philosophy and coaching fundamentals. The Coach Apprentice will also be required complete vocational qualification as part of their role

OBJECTIVES

- To support and deliver high quality coaching sessions in line with technical plans
- To complete all Education qualifications as per the requirements of the awarding body

ROLE SPECIFIC RESPONSIBILITIES

- To deliver high quality coaching sessions across a variety of programmes and initiatives
- To understand and adhere to the Foundation's delivery philosophy and coaching fundamentals
- To ensure all delivery is planned to a good standard
- To liaise with all programme leads regarding session requirements and outcomes
- To support the CSF Community Coaches when required
- To complete detailed player assessments and reports when delivering in specific programmes
- Signpost players with appropriate ability to the Foundation's various player development programmes
- Support the delivery of the Foundation's various fundraising events
- To be a Team Leader on the NCS Summer Programme
- Complete all education courses and awards as agreed with the Coach Development team

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
NGB Level 1 coaching qualification	✓	
NGB Level 2 coaching qualification		✓
Valid basic first aid qualification	✓	
Valid safeguarding children qualification	✓	
Level 3 qualification or similar		✓
Experience of working with young people in a sports environment		✓
Experience of working with young people in a schools environment		✓
Full UK driving licence and access to a vehicle	✓	
Excellent communications and interpersonal skills	✓	
Ability to work individually and as part of a team	✓	
Excellent organisational skills	✓	
Attention to detail	✓	
Willingness to work some unsocial hours, including evenings and weekends	✓	
A drive to help people achieve their goals	✓	

CHARITY VISION

“To support, inspire, and improve our community.”

CHARITY VALUES

- Growth
- Integrity
- Belonging
- Resilience
- Pride
- Commitment

APPLICATION PROCESS

All applications must be submitted through the vacancies section of our website

www.communitysportsfoundation.org.uk/vacancies

Should you have any further questions or queries at this stage please direct them to

csfrecruitment@norwichcitycsf.org.uk

CLOSING DATE FOR APPLICATIONS

12:00pm on Friday 31 July 2020

INTERVIEW DATE

TBC

All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted by then it will mean you have not been selected for interview.

Please be aware you may not be contacted until after the application deadline date.

Any offer of work will be subject to a fully completed enhanced DBS disclosure and satisfactory references.

SAFEGUARDING COMMITMENT

We are committed to creating and maintaining the safest possible environment for children and adults at risk. We believe that it is always unacceptable for a child/adult to experience abuse of any kind and we recognise our responsibility to safeguard the welfare of all children and adults.