



COMMUNITY  
SPORTS  
FOUNDATION

**Job information pack**

WEST NORFOLK  
COMMUNITY  
COACH

# OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 38,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning all of our impact is a dedicated workforce who are able to engage and inspire at every opportunity.

Could this be your chance to be a part of something special?



**Ian Thornton OBE,**  
Chief Executive Officer

Why do you enjoy working for the Foundation?

I like helping the community and enjoy making a difference

How would you describe the Foundation's staff culture?

Friendly, enthusiastic and hard working

What would you say to someone considering joining the Foundation?

It's a really great place to work, and it is hugely rewarding

\*One of the newest members of the team





## ROLE OVERVIEW

Job Title: **Community Sports Coach**

Salary: **£10.50 per hour**

Contract: Ranging from 3 hours to 32 hours per week

Line Manager: **Head of People**

**Job purpose:** To deliver high quality coaching and outstanding experiences to participants in the Foundation's various programmes and initiatives in line with our delivery and coaching philosophies

### Objectives

- To plan appropriate coaching sessions based on the needs of the specific programme.
- To deliver a wide range of sessions to various participants and groups
- Liaise with programme leads to ensure all monitoring and evaluation is completed as per the programme requirements
- To adhere to the Foundations safeguarding, EDI and health and safety requirements



# ROLE SPECIFIC RESPONSIBILITIES

## **Deliver**

- Ensure all delivery is in line with the Foundation's delivery philosophy and coaching fundamentals
- Deliver engaging, inclusive and varied sessions to participants with a range of abilities, adapting delivery style appropriately
- Assist with the delivery of key events including Premier League Primary Stars, schools' tournaments, the Summer Cup and other engagement initiatives

## **Develop**

- Develop relationships with key stakeholders including parents, teachers and leisure providers
- Complete detailed and relevant player reports and assessments where necessary

## **Plan**

- Ensure all sessions are planned and to the required standards
- Assist with the planning and implementation of programme specific schemes of work and technical programmes

## **Communication**

- To liaise with the main programme contacts including teachers and head coaches to ensure all expectations are met

## **Support**

- Support participant progression pathways
- Support other Foundation staff with any duties as and when required



# PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Knowledge of the PE national curriculum and sport development		✓
Knowledge of planning coaching sessions and programmes	✓	
Knowledge of how young people learn and develop		✓
NGB level one award in coaching	✓	
NGB level two certificate in coaching		✓
Ability to differentiate in a coaching environment	✓	
Experience of working with young people in a sports environment	✓	
Ability to manage large groups effectively and safely	✓	
Full driving licence and access to a vehicle	✓	
Excellent communication and time management skills	✓	
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Growth – Willingness to attend training courses to enhance own professional development	✓	
Integrity – Always work in line with the Foundation’s values and behaviours	✓	
Belonging – Ability to work individually and as part of a team	✓	
Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems	✓	
Pride – A drive to help people achieve their goals	✓	
Commitment – Willingness to work unsocial hours, including evenings and weekends	✓	



CARROW ROAD

## WHERE YOU WILL WORK

The Community Coach role will spend the majority of their working time delivering at various locations across West Norfolk, with the Foundations main offices based in the heart of Carrow Road, the home of Norwich City Football Club.

In addition to the West Norfolk area, the role may be asked to deliver and spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city along with other locations around Norwich.



THE NEST

## OUR VISION

# TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

## OUR VALUES

Growth

Integrity

Belonging

Resilience

Pride

Commitment





# APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role [www.communitysportsfoundation.org.uk/vacancies](http://www.communitysportsfoundation.org.uk/vacancies)

## **Interview Dates: on request**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone prior. If you have not been contacted within 10 working days of submitting your application, this means that you have been unsuccessful on this occasion.

For more info please email: [csfrecruitment@norwichcitycsf.org.uk](mailto:csfrecruitment@norwichcitycsf.org.uk)

## SAFEGUARDING STATEMENT


Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.

Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.


## EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.





[csfmailbox@norwichcitycsf.org.uk](mailto:csfmailbox@norwichcitycsf.org.uk)



01603 984000