

# OXFORD UNITED IN THE COMMUNITY



## **Job Title: Full Time Community Coach**

**Reporting to: Head of Charity – Christopher Lowes**

**Location: Oxford United FC Training Ground, Oxford Sports Park, Horspath Road, Oxford OX4 2RR and with travel across Oxfordshire to coach in the community.**

**The person must be able to drive and have access to a vehicle due to the multi-site nature of the role.**

**Salary: £18,000 - £20,000 per annum (subject to experience).**

**Hours of work: 40 hours per week excluding lunch breaks (please note the role will require evening and weekend working).**

**Role Duration: Fixed Term One Year contract with a view to become permanent, subject to performance review.**

### **Introduction:**

Oxford United in the Community (OUitC) is the official charity of Oxford United FC (OUFC).

Independent but closely linked, OUitC is currently implementing an exciting new strategy to grow the impact of the charity and OUFC's brand using the power of football, whilst at the same time consolidating and growing the accessible, community-based football coaching activities offered.

Historically, the charity has worked with primary schools and supported older people and is currently rolling out a range of services and opportunities for young adults.

### **Purpose of the Role:**

Deliver high quality sessions across a range of Schools and Coaching programmes with particular focus on the Premier League Primary Stars (PLPS) programme, Holiday Course provision and OUitC's range of community-focused programmes across Oxfordshire.

Support the charity in increasing its scale of operation and social impact across Oxfordshire.

### **Main Roles and Responsibilities**

- Delivery of PLPS in a number of primary schools – providing high quality Physical Education (PE) sessions for pupils and providing support and personal development for teaching staff.
- A key aspect of the role will be supporting Literacy, Numeracy and PSHE aspects of the curriculum using PLPS resources.
- This role requires the planning, promotion, monitoring and evaluation of activities that are delivered as well as creating and sustaining relationships with school representatives and other key stakeholders, working closely under the guidance of the PLPS Manager.
- Undertake all training and development related to PLPS and wider OUitC charitable activities and ensure all required qualifications and certifications are up-to-date and fully compliant.
- Provide appropriate signposting to all participants in OUitC's PLPS programme to services and programmes provided by OUitC or its partners.

- Management and delivery of OUtC holiday courses, both centralised and with town partners, in line with current strategy.
  - Work with Operations Support Executive to market, promote and communicate about OUtC holiday courses and to jointly manage booking processes and communication with customers.
  - Manage all health and safety and safeguarding aspects of holiday courses in compliance with current government guidelines and the charity's policies and procedures.
  - Manage and oversee additional coaches delivering the holiday courses, to include recruitment, capacity planning / scheduling and validating staff timesheets as part of the payroll process.
  - Keeping up to date and accurate records, including registers.
  - Ensure all aspects of the holiday course are fully inclusive, and that Equality, Diversity and Inclusion is at the heart of the programme.
- In support of the wider OUtC strategy, work independently or with other programme teams to deliver a growing range of football-based projects and programmes with people of all ages and socio-economic backgrounds. These activities could include those within a Criminal Justice System setting such as prisons or programmes working with Thames Valley Police, local schools, youth organisations or other charities.
- At all times represent the charity in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
  - Work to all OUtC operational processes and procedures with a continuous improvement mindset.
  - Support the charity in increasing its scale of operation and social impact across Oxfordshire.
  - Undertake other duties and responsibilities as required by OUtC as appropriate.

## **Personal Specification**

### **Desired Skills**

1. Experience of working with children and young people.
2. FA Level 1 in Coaching Football qualification (or working towards FA level 2).
3. A commitment to safeguarding and health and safety.
4. Self-motivation and the ability to work on your own initiative, as well as part of a team.
5. Excellent communication skills including written, telephone and interpersonal skills.
6. Proven planning and organisation skills.

### **Advantageous**

1. A knowledge and understanding of the PLPS programme.
2. Previous experience of working in primary schools.

**To apply please email [community@oufc.co.uk](mailto:community@oufc.co.uk) for the attention of Christopher Lowes, Head of Charity, with your CV and a covering letter detailing how your personality and capabilities will strengthen OUtC and its programmes.**

### **Closing date for applications**

Monday 19<sup>th</sup> July at 12 midday.

We will endeavour to advise candidates shortlisted for interview by close of business on Monday 19<sup>th</sup> July.

### **Interviews**

We plan to hold initial interviews on Friday 23<sup>rd</sup> July via zoom, so you should be available on this day if applying for the role.

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

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