

OXFORD UNITED IN THE COMMUNITY



Job Title: Lead 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: £21,000 - £24,000 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: For the period of OUitC's Premier League Premier Stars contract, subject to annual performance review and funding dependent.

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 traditionally focused on younger children in primary schools via Football in the Community programmes. Our new strategy "Oxfordshire – A Community United" means we are extending that focus, working to support all of the community across Oxfordshire "aged from 2 to 92" with a more "place-based" approach, which will see us operating in the city of Oxford and in ten towns across Oxfordshire.

One key programme within this provision is Premier League Primary Stars. OUitC will be looking to renew this funding later this year for a further three years. <https://ouitc.org/programme/premier-league-primary-stars/>

Purpose of the Role:

- In support of the PLPS Manager, deliver high quality sessions across a range of Schools and Coaching programmes with particular focus on the Premier League Primary Stars (PLPS) programme,
- Lead and develop the Holiday Course provision both centrally and with partner grassroots clubs,
- Support OUitC's range of community-focused programmes across Oxfordshire,
- Lead the recruitment of new sessional coaches to support OUitC's programmes,
- 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 OUIc charitable activities and ensure all required qualifications and certifications are up-to-date and fully compliant.
- Provide appropriate signposting to all participants in OUIc's PLPS programme to services and programmes provided by OUIc or its partners.
- Management and delivery of OUIc holiday courses, both centralised and with town partners, in line with current strategy.
- Work with Operations Support Executive to market, promote and communicate about OUIc 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.
- Lead the process to build coaching capacity and quality for the charity's programmes through identification / evaluation / recruitment of sessional coaches. Working with other team members to run the process.
- At all times represent the charity in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.
- Work to all OUIc 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 OUIc as appropriate.

Personal Specification

Desired Skills

1. Experience of working with children, young people, and adults.
2. FA Level 2 in Coaching Football qualification or working towards it.
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 presentations, 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.
3. Previous experience of managing projects and / or events such as holiday courses.

To apply please email 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 OUIc and its programmes.

Closing date for applications

Friday 2nd December at 12 midday.

We will endeavour to advise candidates shortlisted for an interview by close of business on Friday, 2nd December.

Interviews

We plan to hold initial interviews w/c 5th December via zoom. We would ask you to be flexible in being available for an hour that week.

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.