



Coach Deployment Officer

Full-time 35 hours per week

Brentford FC Community Sports Trust

Reporting Structure:	The job holder will report to the Community Development Manager School Sports
Contract:	Rolling subject to funding
Basic Salary:	£20,000 - £23,000 per annum and on experience
Leave:	The post holder will be entitled to annual leave of 20 days pro rata plus statutory Bank Holidays
Sickness:	Statutory
Pension:	BFC Trust operates a Workplace Pension
Probationary Period:	3 months

Job Purpose

- To work under the direction and support of Community Development Manager School Sports, Training and Development Manager and other key staff to coordinate the deployment of BFC CST coaching workforce
- Delivery of large-scale year-round sports programme, events and activities
- **Oversee timely and accurate reporting of all required relevant data on to the English Football League Trust and Premier League Charitably Fund online system and as directed.**

Location

The position is **predominantly office** based at **Brentford FC Community Sports Trust, TW8 8BH** although there may be **occasions when you will be required to visit schools to cover coaching session.**

The post holder needs to be flexible and may be required to work irregular hours including some evenings and weekends.

Priorities:

- To ensure the efficient and effective deployment of BFC CST full, part-time and zero hours workforce within a variety of community settings
- To acquire relevant experience and show a good understanding of Trust activity
- To access all staff training offered by the Trust during the term of employment. A training plan will be offered that will include achieving additional qualifications relevant to the role and the needs of the organisation
- **To identify any areas where we may need to consider recruiting to ensure that we have sufficient staff to fulfil our ongoing and future commitments**
- To ensure that the Joy of Moving meets its targets of engaging with 45 schools a year.

Duties

- Daily Coordination of coaching workforce
- Ensuring all coaching staff are compliant with and adhere to policies regarding Risk Assessments, Registers, Health and Safety, Incidents/Accidents, First Aid and other BFCCST policies as when required.
- To oversee implementation of VIEWS across all school's programmes (not just those funded by the PLCF) and ensure consistent and up-to-date records are kept.
- Develop relationships with schools and key partners to ensure effective project delivery
- To coordinate the Joy of Moving Project which is a free school-based education project for children aged between 9-10. The programme encourages physical activity, promotes nutritional education and builds awareness of the importance of a healthy diet and active lifestyle. Over a six-week programme, children spend time in the classroom learning about the body, nutrition and the importance of exercise – this is then followed by a session dedicated to playing football, dodgeball and handball.





Job Requirements

- Football Association Level 1 or above/Other NGB sports qualifications
- Safeguarding Children (FA or equivalent)
- Emergency Aid (FA or equivalent)
- Current DBS
- **Experience of line managing and coordinating of staff**
- Excellent communication and organisational skills
- Ability to work under own initiative and as part of a team
- Enthusiasm and energy to work under pressure
- Computer literate (Microsoft Office / IT skills)
- Mobile with own transport

PREFERRED

- Experience of delivering coaching sessions
- Flexibility and willingness to work outside normal office hours as required

How to apply:

Please consult the Person Specification form for a full understanding of the skills, qualifications and experience for the role. If you would like to apply, please submit your CV detailing your qualifications and experience to:

Martin Bradshaw, Community Development Manager School Sports and Luke Brooks-Smith, Training and Development Manager, Brentford FC Community Sports Trust, Half Acre House, 37 Half Acre Brentford TW8 8BH

Email: mbradshaw@brentfordfcst.com and lsmith@brentfordfcst.com

Applications must be received no later than Friday 30th August 2019

Any applications received after this date will not be considered for the role.

BFC CST Employment Conditions

The job holder will commit and conform to Brentford FC Community Sports Trust's procedures & codes of conduct, including our Child Protection Policy, Equal Opportunities Policy and Health and Safety at work – reflecting the Trust's commitment to safeguarding and promoting the welfare of children. The job holder will have responsibility for promoting: ethics, safeguarding and the welfare of children – the Trust expects all staff to share this commitment. The job holder will be provided with a Contract of Employment (detailing all terms and conditions) and a Brentford FC Community Sports Trust staff handbook.

This is a position of trust and involves regular and direct contact with children (under 18s), and is subject to DBS at Enhanced Level, satisfactory references and a three-month probationary period. There could potentially be a delay in the start of the programme pending the completion of the DBS process. This job description gives a general outline of the post and is not intended to be inflexible or a final list of duties. It may therefore be amended from time-to-time in consultation with the post holder. Appointment is subject to the Terms and Conditions of service of Brentford FC Community Sports Trust.

This job description is correct as of **13th August 2019** and will be subject to inclusion of changes that are needed to cope with the needs of the job and in the interests of health and safety. The post is under regular review and all changes that occur in practice will be deemed to be incorporated into this job description whether a written change is made.

