

**Job Title**

Community Sports Apprentice

**Line Manager**

CSF Workforce Recruitment Manager

**Contract Length**

13 months

**Salary**

Apprentice Wage

**Charity vision:**

To help people **achieve their goals** by delivering quality, innovative services through football and sport.

**Charity values:**

- To deliver professional, quality, safe, affordable services to all users.
- Respect and listen to the views of children, young people, adults and our partners
- Invest in and support staff to enable development and progression
- Provide excellent communication and customer care
- Provide opportunities that empower and engage all users

**Job role outline:**

To learn the role of CSF coach and to support the delivery of high quality coaching sessions across a variety of programmes and initiatives in line with the Foundation's delivery and coaching philosophies

**Aim:**

To learn about the Foundations core values and coaching fundamentals through delivery and education. To progress beyond the CSF apprenticeship programme and transition into a established member of the CSF team.

**Objective:**

- To deliver all sessions in accordance to the Foundation's various technical programmes and schemes of work.



### **Role specific responsibilities**

- To deliver sessions across a variety of programmes and initiatives in line with the Foundation's delivery and coaching philosophies
- To ensure all planning is to the required standards
- To liaise with main programme contacts regarding achieving desired outcomes
- To support the full-time Development Coaches when required
- To complete detailed and relevant player reports and assessments where necessary
- Signpost players of appropriate ability to the Foundation's various sport development programmes
- Support the delivery of the Foundations annual fundraising events
- To deliver on the NCS programme when required
- Complete all Education courses and awards as determined by the Line Manager
- To complete all qualifications and educational courses as required by Sports Structures

### **Generic CSF responsibilities**

- Adhere to all policies and procedures including safeguarding, health and safety, behaviour management, equality and diversity, data protection and quality assurance, within the staff handbook
- To maintain a professional attitude and appearance at all times
- To report to Line Manager and attend CSF staff meetings when requested
- To support CSF in other areas, activities and departments as and when required
- Any other duties deemed necessary by the charity CEO/Line Manager



Role Specific Skills and Attributes		
	Essential	Desirable
NGB Level 1 Coaching Qualifications	✓	
NGB Level 2 Coaching Qualifications		✓
Valid, in date Emergency Aid qualification		✓
Valid, in date Safeguarding Children certificate		✓
Level 3 qualification or similar within Sport		✓
Experience of working with young people in a sports environment		✓
Experience of working with young people in a school environment		✓
Excellent IT skills including Excel, Word and Powerpoint		✓
Able to manage large groups effectively and safely		✓
Ability to work to deadlines and meet targets	✓	
Able to produce accurate written work	✓	
Full UK Driving Licence & access to vehicle	✓	
CSF Generic Skills and Attributes		
	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Ability to work individually and as part of a team	✓	
Excellent organisational skills	✓	
Attention to detail	✓	
Willingness to work unsocial hours, including evenings and weekends.	✓	
A drive to help people achieve their goals through sport.	✓	
Independence & Life Skills	✓	



**Application process:**

All applications must be submitted through the vacancies section of our website  
[www.communitysportsfoundation.org.uk/vacancies](http://www.communitysportsfoundation.org.uk/vacancies)

Should you have any further questions or queries at this stage please direct them to  
[csfreruitment@canaries.co.uk](mailto:csfreruitment@canaries.co.uk)

**Closing date for applications:**

12 noon, Thursday 14 June 2018

**Recruitment Day:**

10am-4pm Friday 22 June 2018. Please be aware, shortlisted applicants will be required to attend the whole day.

**Interview panel:**

Laurence York - Coach Development Manager  
Shaun Howes - Workforce Recruitment Manager  
Ian Thornton - Chief Executive Officer

**All candidates invited back for the interview stage will be informed by email.**

***Please be aware, any offer of work will be subject to a fully completed enhanced DBS disclosure.***