



COMMUNITY
SPORTS
FOUNDATION

Job information pack

SCHOOLS

ENGAGEMENT

COACH

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 43,000 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: **Schools Engagement Coach**

Salary: **£22 – 24k+ Benefits**

Contract Type: **Permanent**

Line Manager: **Schools Development Manager**

The purpose of the Schools Engagement Coach is to deliver and grow our 'Norwich Way Schools programme' and to further sustain and retain schools working with the Foundation.

Objectives

- To engage and deliver the 'Norwich Way programme' to a minimum of 3 schools per half-term
- Deliver teacher CPD (football) to support teachers delivering PE
- Increase the number of schools working with the Foundation



ROLE SPECIFIC RESPONSIBILITIES

Deliver

- Deliver high-quality outcomes and engagement with schools as identified with the Schools Development Manager.
- Contribute towards the key performance indicators of the Primary Stars programme by working with the Head of Schools.
- Deliver the Norwich Way programme to engage primary schools
- Support the delivery of Collapsed Curriculum Days, holiday camps and competitions delivered by the Schools Department.

Develop

- Key relationships with lead staff in schools

Quality Assurance

- Quality Assure delivery staff on SSP/Extra-Curricular programmes via observations and feedback to Schools Development Manager and Workforce Development Manager

Grow

- The Norwich Way programme to be delivered to a minimum of 18 schools
- Increase the number of schools engaging with the Foundation

Collaborate

- Liaise with the Football Department to enhance a participant football pathway with the Foundation

PERSON SPECIFICATION

| KNOWLEDGE, SKILLS & EXPERIENCE | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| NGB Level 2 coaching qualification | ✓ | |
| Level 3 Supporting PE and School Sport Certificate | | ✓ |
| Experience of delivering PE and School Sport in Primary Schools | ✓ | |
| Produce high quality session plans | ✓ | |
| Use initiative and the ability to differentiate when delivering | ✓ | |
| Competent at ICT – PowerPoint and excel | | ✓ |
| Experience of delivering presentations/assemblies to larger groups | | ✓ |
| Ability to inspire and engage participants | ✓ | |
| Produce impact reports | | ✓ |
| Communicate and plan effectively with others | ✓ | |
| 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 Schools Engagement Coach will spend the majority of their working time delivery in schools across Norfolk.

Working within the Schools Department, the successful applicant will be surrounded by excellent support networks as well as outstanding facilities.

In addition, the role will also spend time within our offices based in the heart of Carrow Road, the home of Norwich City Football Club and The Nest, the charity's 22-acre community hub located on the outskirts of the city.



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

Application Deadline: 9am Wednesday 7th August

Interview Dates: Monday 12th August or 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. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: 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.



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