



JOB DESCRIPTION

Role: Community Coach – Early Years	Business Function: Operations
Reports to: Early Years Officer	Department: City in the Community Foundation (CITC)
<p><u>Purpose:</u></p> <p>Established in 1986, City in the Community Foundation is the registered charity of Manchester City FC and uses the brand of the parent Club to deliver award-winning programmes centred around Health, Education and Inclusion. The projects engage and impact over 30,000 lives in Manchester annually.</p> <p>The purpose of this role is to deliver on the City Play programme that focuses on developing the physical literacy of children aged 2-5 in schools and nurseries across Greater Manchester. The programme provides a football focused approach to delivering fundamentals of movement and skill in a fun, engaging and inclusive environment. The themed sessions work towards the seven learning areas of the EYFS framework, supporting children to lead an active lifestyle from a young age.</p>	
<u>Accountabilities with Key Outcomes:</u>	
1	Delivering the City Play programme to a range of schools and nurseries across Greater Manchester to focus on increasing participants physical development and confidence in their fundamentals of movement and skill.
2	Working in partnership with the Early Years Officer to support the planning and delivery of a high-quality programme ensuring it provides a fun, structured, enjoyable and safe environment for all to develop within.
3	Being accountable for progress and reporting on set individual KPIs and outcomes associated with the project to develop, maintain and grow the programme.
4	Developing and maintaining excellent working relationships with teaching staff and practitioners at all schools and nurseries to secure their continued support.
5	Ensuring that CITC's Safeguarding policy and procedures are embedded to the highest standard across the team. Work to ensure that safeguarding practices and principles are adhered to, ensuring our legal and moral obligations towards the framework.
6	Investing in personal development via CITC quality assurance procedures and staff CPD opportunities when they present themselves to increase effectiveness personally and professionally.



Knowledge, Skills and Experience:

Essential

Experience working with children aged 2-5 in a school/nursery or community sporting environment

Ability to deliver sessions in a patient manner, with flexibility to adapt to the age and needs of the group

Experience of planning and delivering high quality coaching sessions with knowledge of how to differentiate according to the age and ability of the group

Minimum Level 2 Coaching Certificate in any sport

Competent across Microsoft office

Excellent communication skills, both verbal and written

Creative and passionate about continuous improvement

Resilient and adaptable to change

Excellent and inclusive team-working abilities

Full, clean driving licence

Desirable

In-depth understanding of community programmes

Early years specific or sport/coaching related qualifications

Understanding of City in the Community Foundation and its projects

Experience of building relationships with external organisations and maintaining internal partnerships.

Experience and knowledge of working within a brand environment and understanding the responsibilities that are associated with representing a Premier League Football Club

Job Impact/Influence Measures:

Coach performance – direct responsibility for delivery and monitoring and reporting on progress of participants on the programme

People management - No direct reports. Communication point for partner schools/nurseries

Network – direct contact with external stakeholders, maintaining relationships with school/nursery staff

Funding – indirectly influences funding due to design and development of programmes that funding is used for and ongoing quality of delivery



<u>Decision-making Authority:</u> (<i>Full / senior / some / limited / little / none</i>)
Limited decision-making authority; the role directly leads various programmes so is an escalation point for any issues arising within that business area.
Reports into Early Years Officer

Organisation Chart

To be added

Version dated: July 2019, to be reviewed July 2020