



COMMUNITY FOUNDATION



JOB PACK

COMMUNITY PE & SPORTS COACH APPRENTICE

**TO INSPIRE, ENRICH
AND UNITE OUR COMMUNITIES**

Registered Charity Number: 1159381

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[#enrichourcommunities](https://www.facebook.com/ColUCF)



COMMUNITY FOUNDATION



OUR MISSION

To **inspire**, **enrich**, and **unite** our communities

OUR FOUNDATIONS



Finance



Safeguarding



Impact & Insight



Governance



Community-Led



Equality, Diversity,
and Inclusion

OUR CULTURE

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REATIVE

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OMMITTED

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AIR



COMMUNITY FOUNDATION

VACANCY: JOIN OUR TEAM

Colchester United Community Foundation (CUCF) is the official charity partner for Colchester United Football Club. We provide high quality sports and education programmes to 9,000 children, young people and adults from across the region each week.

Would you like to make a difference in your local community? Are you passionate about giving opportunities to people to positively impact their lives, alongside enhancing your education and work experience?

CUCF are looking to appoint enthusiastic, dedicated, and confident **Community PE & Sports Coach Apprentices** on a 30 hour per week fixed term basis, to join our teaching and learning team, delivering across all strands of the organisation.

The successful candidate will be enrolled on to an education programme to enable them to gain a qualification from either;

- 1. Community Activator Coach, Level 2: 12 Months + 3 months End-Point-Assessment**
- 2. Community Sport & Health Officer, Level 3: 14 Months + 3 months End-Point-Assessment**
- 3. Sports Coach, Level 4: 15 Months + 3 months End-Point-Assessment**

The successful candidate must also share our organisational values and will be responsible for delivering high-quality provision within our community, adopting our session methodology and schemes of work.

You will require the tenacity and the creativity to overcome obstacles, demonstrate leadership alongside our full-time workforce and have the ability to inspire and motivate people from all backgrounds and areas of our communities.

Position:	Community PE & Sports Apprentice
Location:	Shrub End Community and Sport Centre, Boadicea Way, Colchester, C02 9BG
Start Date	Monday 8th January 2024
Reporting to:	Head of Programme Development
Contract Type:	Fixed Term for duration of apprenticeship
Number of Hours:	30 hours per week (with the opportunity to work more if available)
Salary:	National Apprentice Minimum Wage (dependent on experience)
Benefits:	As part of your involvement with Colchester United Community Foundation the following benefits are available to staff:

- Potential for part time or full-time employment post apprenticeship
- Work alongside Community Foundation & Academy staff
- Opportunities to work match days for Colchester United Football Club
- Access to bespoke CPD from our partners including the Premier League, English Football League, The FA Professional Football Association and other key partners



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POST DETAILS

Position:	Community PE & Sports Apprentice
Responsible to:	Head of Programme Development
Job Purpose:	To deliver high quality multi-sport school and community-based coaching for all ages enabling individuals to develop their abilities to their potential and enjoy physical activity which will encourage them to sustain activity levels.
Are you Eligible?	To be eligible for shortlisting a candidate's qualifications would be; GCSE Maths & English (4+). up to date FA Safeguarding and First Aid Certificates. All eligible candidates must have or be willing to complete the FA Introduction to coaching qualification or equivalent NGB Level 1 (Or accepted/waiting list for a course), alongside holding a full UK driving licence and DBS Enhanced checked.
Location:	Shrub End Community Sports Centre, Boadicea Way, Colchester, CO2 9BG

ESSENTIAL DUTIES & RESPONSIBILITIES

- To support in the delivery of the CUCF School and Sports activities .
- To coordinate, manage, deliver and monitor coaching sessions with groups of young people, or organisations as directed.
- To liaise with parents/carers when appropriate to build positive rapport.
- To support with CUCF PPA/administration as required.
- To plan, monitor and evaluate all coaching sessions led or assisted.
- To ensure Safeguarding is adhered to including keeping personal DBS, FA Safeguarding & FA First Aid qualifications are kept up to date.
- To undertake appropriate training where directed.

SAFEGUARDING

- Colchester United Community Foundation is committed to safeguarding the welfare of children, young people and adults at risk. We expect all our staff and volunteers to fully support and promote this commitment.
- In line with the Rehabilitation of Offenders Act 1974, Exceptions Order 1975, as this role involves working with vulnerable groups, Pre-Employment checks will include a satisfactorily completed Disclosure and Barring Service (DBS) check.

EQUALITY, DIVERSITY & INCLUSION

We are dedicated to fostering a diverse and dynamic working environment by building a team that represents a variety of backgrounds, perspectives and skills. We are an equal opportunities employer and welcome applications from all sections of the community.

HEALTH AND SAFETY

- Fully endorse, demonstrate and carry out the company's health and safety policy.
- Comply with all company policies and statutory regulations.
- Have a full knowledge of procedures for evacuation with regard to fire.



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GENERAL

- Co-operate fully with colleagues requiring assistance and to be flexible when assisting them in response to business needs of CUCF.
- Act to protect all young people and vulnerable adults that are in their care or attending the Company's premises. The employee must report any misconduct or suspected misconduct to the CUCF Designated Safeguarding Officer.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst employees and customers.
- The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Company. This job description is also subject to review, and may be amended in the light of changing circumstances following consultation with the post-holder.

Personal Specification	Description
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Qualifications & Experience	
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Essential	Enhanced DBS Check (CUCF will support)
	GCSEs Maths and English Grade 4+
	Full UK Driving Licence
	FA Safeguarding Certificate
	FA First Aid Certificate

Desirable	Level 3 Qualification such as BTEC Sport and Physical Activity PFPE Level 3 in Supporting Teaching and Learning
	FA Introduction to Coaching Certificate
	NGB Level 1 Coaching qualification
	FA GK Qualification
	FA Coaching for Disabled Footballers

Variation

This is by no means an exhaustive list of responsibilities and the post holder may be required to take on additional responsibilities as agreed with CUCF CEO. This job description is also subject to review, and may be amended in the light of changing circumstances following consultation with the post-holder.

HOW TO APPLY

Please visit <https://jobs.aspiremediagroup.net/football-in-the-community/?sortorder=1>.

If you would like to discuss the role further please call 01206 755160 or email cucf@colchesterunited.net
FAO: Luke Worley/Rick Goldsbrough.

Proposed start dates: January 2024 & September 2024

Please note that the job will be subject to satisfactory references and enhanced DBS checks.

