



## Hereford FC in the Community CIC Job Description

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### Mission Statement

- Creating mentorship programs to educate people around life choices.
- Build and enhance community links, improving mental and physical health.
- Treating everyone with dignity and respect, providing a safe and inclusive environment.
- Creating development opportunities and self-achievement through engagement, participation, education, health, and social inclusion.
- Develop and maintain relationships with supporters, schools, businesses, and other such organisations, for the benefit of the community.
- To support, establish and develop projects such as 'Equal Play', 'Off the Line' and 'Going for Goal'.

### Aims of social enterprise

- Engaging with local young people to educate and develop their knowledge around the dangers of modern life.
- Giving opportunities and providing accessibility for youth people in and around the county who aren't as fortunate as others.
- Engaging with the Hereford FC football family.

### Values of the enterprise

- **Inspire-** To give someone the confidence to feel something, especially to do something creative and fulfil their potential.
  - **Care-** To show you feel concerned or interested about that person. Show that you are interested in what that person has to say so that they feel important.
  - **Resilience-** To help people to recover quickly from a difficult situation and toughness using coping strategies.
  - **Wellbeing-** To help the local community with their mental and physical being while making the community a happy, healthy, and comfortable place to live
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## **JOB TITLE**

Participation Officer (Part Time)

## **MAIN PURPOSE AND SCOPE OF THE JOB**

Hereford FC in the Community CIC are looking for a Participation Officer to assist with the delivery of Hereford FC in the Community CIC projects. Due to variable demands in sessions, coaches will be engaged on a part time basis.

Applicants must possess a passion for sport and have experience of working with young individuals and desirable experience within a school environment. They should also have the desire to develop their own skills and knowledge in a high-performance working environment.

The role will consist of planning and delivering practical sports sessions in both a school and community environment. As well as delivering outstanding sessions, the successful applicant will also be expected to maintain and develop excellent relationships with schools, organisations and the wider Hereford FC in the Community CIC team.

## **POSITION IN ORGANISATION**

**Reports to:** Community Engagement Manager and Board of Directors

**Responsible for:** Participants attending the sessions

**Hours:** 20 hours per week (Initially)

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## **DUTIES AND KEY RESPONSIBILITIES**

- To plan and deliver sports coaching in a variety of community settings.
- To attend any internal/external training provided by Hereford FC in the Community CIC (HFCCCIC).
- To maintain professional coaching CPD.
- To ensure safeguarding practice is in line with policy.
- To assist with the general administration, monitoring and evaluation of projects.

### **General responsibilities**

- Compliance with CIC policies.
- Compliance with the CIC health and safety procedures.
- To undertake such other duties as may be reasonably expected.
- To maintain professional conduct at all times.

## PERSON SPECIFICATION COMPETENCIES

Competency	Requirements
<b>Knowledge</b>	<p><b>Essential</b> The successful candidate must have knowledge of delivering inclusive and age-appropriate coaching sessions in football. They should also have experience of planning outstanding lessons and how to differentiate sessions.</p> <p><b>Desirable</b> The successful candidate should have previous experience of delivering teacher CPD and pupil assessment.</p>
<b>Technical/work-based skills</b>	<p><b>Essential</b> The successful candidate must have a minimum of a Level 1 Football Coaching Qualification. They must be competent in the use of I.T and email. Hold a valid driving licence.</p> <p><b>Desirable</b> It would be desirable if the candidate held football coaching qualifications at Level 2.</p>
<b>General skills and attributes</b>	<p><b>Essential</b> Due to the nature of work successful candidates must demonstrate the following behaviours. Successful candidates will need to show good communication skills including a variety of delivery styles as they will be expected to deliver in a variety of settings. Candidates should be adaptable as they will have to work with a variety of ages and abilities when delivering sessions. Sessions will therefore need to be adapted to meet the needs of the group. Candidates should have good organisation skills as they will be expected to manage their own schedule and pre-plan sessions. Candidates will need to demonstrate the ability to work individually, with fellow HFCCCIC colleagues and other departments within the club.</p> <p><b>Desirable</b> It would be desirable if the successful candidate had good presentation skills as sometimes, they will be expected to deliver classroom sessions in primary schools. Analytical skills would be desirable for reporting on projects and completing the monitoring and evaluation of sessions.</p>
<b>Experience</b>	<p><b>Essential</b> The successful candidate will have experience of working with children and young people or various groups within the community. Experience of delivering in a school setting and working towards the national curriculum.</p>

**Qualifications****Essential**

Candidates will need to have gained a minimum of a Level 1 Football Coaching Qualification.

It is a requirement that the successful candidate must hold a current FA recognised DBS check, the FA Safeguarding Children certificate and an FA recognised First Aid course. If these are not currently held, they must be completed before starting the role.

**Desirable**

It would be desirable if the successful candidate had Level 2 Football Coaching Qualification.

***If you are interested in applying for the role, please contact Yssie Pearson, Community Engagement Manager at [ypearson@herefordfc.co.uk](mailto:ypearson@herefordfc.co.uk) with your CV and Cover Letter.***