

ROLE DESCRIPTION

Job title:	Football & Sports Development Coach
Reporting to:	Community Manager
Direct reports:	none
Based at:	Community venues
Salary:	Competitive hourly rate
Employment status:	Casual employment
Date of issue:	May 2025

POSITION PURPOSE

As a Gillingham FC Foundation coach, you will play a key role in delivering high-quality football coaching as part of our developing Football & Sports Development Programmes. You will inspire young people and contribute to their technical and personal development.

RESPONSIBILITIES (below are example responsibilities but this is not intended as an exhaustive list)

- Soccer Schools – plan, prepare & deliver an engaging football experiences to players during school holidays, both in Medway and future expansion plans in the local region.
- School Football & PE – Lead football & PE sessions during term time, either within school hours or as part of our future after-school programmes, introducing children to the principles of Football and physical activity.
- Support the collection of data and outcomes, including completed consent forms, registers of attendance, accident and incident report forms.
- Ensure high standards of behaviour are maintained by participants and staff.
- Demonstrate effective and consistent safeguarding and health and safety practice, at all times.
- To understand and implement the Foundation's Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- Identify talented participants and refer those individuals to appropriate pathways.
- To be able to work flexible hours where the role of the job requires.
- Willingness to attend training courses to enhance your own professional development.
- Always demonstrate the Foundation's values.



HEALTH & SAFETY

All staff must adhere to the Health and Safety policy as well as comply with all role specific health and safety requirements. In addition, all staff have the responsibility to report any breach or potential breach in health and safety to their Line Manager.

SAFEGUARDING

Gillingham FC Foundation acknowledges that everyone has a responsibility for the wellbeing and safety of children, young people and adults at risk who are under the Foundation's care or are utilising the Foundation's facilities.

As part of Gillingham FC Foundation's commitment to providing a safe environment for children and adults at risk the Foundation requires all staff in child, young person and 'adult at risk' facing roles:

- To be clear about the foundation's responsibilities when running activities for these groups;
- Will have read and understood the suite of safeguarding policies including safeguarding children policy, adults at risk policy, anti-bullying policy, whistleblowing and equality policy;
- Understand and promote staff and players code of conduct;
- Will understand how to refer a concern;
- To be consistent role model;
- To monitor repeated incidents of poor behaviour and liaise with their DSO or Head of Safeguarding.

EQUAL OPPORTUNITIES

We are committed to supporting an environment where all staff have a personal responsibility to uphold the Foundation's Equal Opportunities Policy by treating fellow employees, prospective employees, casual workers, prospective casual workers, players, prospective players and customers fairly and impartially.

Our committed to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).

PERSON SPECIFICATION

Skills, behaviours & Experience:

Essential Experience:

- Experience of working with a variety of age groups.
- Experience in delivering high quality coaching sessions.

Essential Qualifications:

- UEFA 'C' License / FA Level 2 or working towards the qualification.
- In date and valid FA First Aid and FA Safeguarding certifications

Essential Skills:

- Have a positive attitude and receptive to learning
- Good Communication and organizational skills
- Flexible approach
- High level of confidence to deliver to variety of participants
- Professional and honest approach
- Flexibility and reliable
- Able to adapt to forever changing situations
- Confidence and outgoing personality

Additional Requirements

- Be eligible to work in the UK
- A full UK driver's license with access to a vehicle.
- A positive attitude to work & dedication to making a difference.