



**GILLINGHAM FC**

*FOUNDATION*

# APPLICATION PACK

## ROLE DESCRIPTION

|                           |                         |
|---------------------------|-------------------------|
| <b>Job title:</b>         | Football & Sports Coach |
| <b>Reporting to:</b>      | Community Director      |
| <b>Direct reports:</b>    | None                    |
| <b>Based at:</b>          | Community venues        |
| <b>Salary range:</b>      | £20,000 - £26,500       |
| <b>Employment status:</b> | FT                      |
| <b>Date of issue:</b>     | November 2025           |

## POSITION PURPOSE

As a Gillingham FC Foundation coach, you will play a key role in delivering high-quality football PE 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.
- Work matchday's supporting the Ball Assistant and Mascot programme
- 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.



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## **HEALTH & SAFETY**

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The role is leading the safe and secure delivery of the Foundation's Education programme. All staff must adhere to the Health and Safety policy and procedures 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.

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## **SAFEGUARDING**

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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 participants 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.

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## **EQUAL OPPORTUNITIES**

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

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## **EQUALITY, DIVERSITY & INCLUSION**

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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).

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## PERSON SPECIFICATION

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### **Essential Experience:**

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

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### **Essential Qualifications:**

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

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### **Behaviours & Personal Values:**

- A positive attitude to work & dedication to making a difference.
- A flexible attitude to working, with a willingness to work evenings and weekends.
- Committed to the personal development of self and others.
- Progressive attitude towards innovation and positively impacting others.
- Values and respects others, builds relationships and works collaboratively.
- Always leads by example and acts with integrity.
- Have a positive attitude and receptive to learning
- Good Communication and organizational skills
- Flexibility and reliable
- Able to adapt to forever changing situations
- Confidence and outgoing personality

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### **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.



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## HOW TO APPLY

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All applicants must complete a job application form and submit via email [Foundation@Gillinghamfc.com](mailto:Foundation@Gillinghamfc.com) or post to; Gillingham FC Foundation, Priestfield Stadium, Redfern Avenue, Gillingham, ME7 4DD.

For more information about the vacancy or to arrange an informal chat please email [Foundation@GillinghamFC.com](mailto:Foundation@GillinghamFC.com)

Closing date for application: 20<sup>th</sup> December 2025.

Please be aware any offer of work is subject to a fully completed enhanced DBS disclosure and satisfactory references and any offer of employment may be withdrawn should you not meet safeguarding requirements.

We will adhere to our privacy notice in the process of reviewing all applications, a copy of this document is available on request.