Job Description

JOB TITLE:	Trainee Coach
RESPONSIBLE TO:	Head of Workforce Development and Franchise
OVERALL OBJECTIVES:	To work alongside a team of community staff to assist in delivering coaching projects to young people either outreach, in local communities or onsite at the Stadium of Light.

DELIVERY	
Duties:	**Core Value:**
• Adhere to Foundation Code of Conduct	**2**
• Assist staff working with groups of young people on coaching and educational through football programmes	**1**
• Write appropriate session plans mapping sessions to the National Curriculum, SAQ techniques and healthy schools	**5**
• Assist in the delivery of soccer courses or specialised holiday programmes.	**6**
• Work with the rest of the team to deliver targets	**1**
ADMINISTRATION	
Duties:	
• Collect and keep relevant data including Individual Learning plans and input onto Foundation database	**4**
• Collect case studies of successful outcomes	**3**
• Assist with the organisation of celebration events as appropriate	**4**
• Keep up to date portfolio of session plans/work	**2**
• Keep diary sheets of sessions	**2**
• Work within the established administrative and financial systems to ensure smooth running/quality of projects	**2**
• Contribute to the processes of forward planning, monitoring and evaluation	**2**
• Develop working practices in line with Foundation of Light equal opportunities and child protection policies	**2**
• Be aware of, adhere to, and assist with the development of health and safety practices	**2**
• Maintain the highest level of professionalism and confidentiality	**2**
DEVELOPMENT	
Duties:	
• Identify PR opportunities and highlight to line manager	**5**
• Attend identified training	**4**
• Flexible working hours, which may involve match days and evenings	**6**

Key to Foundation of Light Core Values:

1 We work as a team
2 We are professional
3 We are proud of what we do and dedicated to achieving our goals
4 We are progressive and forward thinking
5 We are fully committed to achieving the best for our customers and communities
6 We are passionate and enthusiastic

Please note - you may also be required to carry out other tasks, not listed, to assist in the efficient operation of our business. At all times you will be required to act in accordance with company policies, follow departmental procedures and maintain the highest level of confidentiality.