



FOUNDATION



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**WOMEN and GIRLS
AGE GROUP COACHES**

Port Vale Foundation use the power of Port Vale Football Club to create opportunities to engage, motivate and inspire people to improve their lives and their communities.

We are a values led organisation and strive to live and breathe them each and every day. Our values are:

- **Passionate** – We are passionate about supporting the people of Stoke on Trent and Staffordshire to improve their lives and their communities
- **Collaborative** – We foster and develop innovative partnership with wide ranging organisations to maximise our impact and outcomes
- **Integrity** – We use a robust evidence base and proven practice to inform decisions, measure impact and sustain our activity
- **Inclusive** – We create opportunities for everyone from every background to take part in our programmes and have positive experiences, which lead them to fulfil their potential
- **Excellence** – We provide high quality experiences and support for participants, partners, professionals and staff
- **Proud** – We celebrate success and are visible to everyone, meaning we are valued by our club, our partners and our community.

In order to fulfil our mission, we are actively looking to contribute to local, regional and national priorities, using the Port Vale Football Club Foundation brand to positively impact on a range of agendas such as increasing sport and physical activity, improving health, increasing education standards and improving community cohesion.

To focus and influence the Port Vale FC Foundation in achieving our mission whilst supporting and tackling local priorities, our work is categorised under four core areas:

- Sport & Physical Activity
- Health & Well-being
- Education & Employability
- Community Engagement

Under each of our areas, we also identify a number of priorities for Port Vale FC Foundation that are aligned to various local, regional and national plans and strategies – ensuring that our work contributes to the wider strategic context for Sport, Health, Education and Inclusion.

Reports to: Football Development Manager

Hours: Sessional (Training and Match Days)

Pay Scale: Sessional Fees apply

Role Purpose:

The post-holder will be responsible for overseeing the planning, delivery and evaluation of high-quality football development coaching sessions connected to PVFC Women and Girls section.

You will be the designated lead coach for an age group in one of the following groups.

Under 9s – First Team

Main responsibilities and accountability

- To have a lead role with a specific age group in the Foundations Women's and Girls section.
- To delivery high quality coaching / training sessions linked to the PVFC player pathway.
- To manage and coach a team through its respective games programme.
- To give first aid treatment where necessary
- Lead by example by creating exceptional session delivery plans at all times
- To Plan, deliver and evaluate player coaching plans
 - To ensure the correct procedures are adopted in the event of an emergency.
 - To collect and record and data
 - To keep player logs linking to performance reviews and development of players linked to the Mi Mentor platform
- To liaise with referees and other team managers in an efficient and professional conduct
- To be the point of contacts on a day to day basis providing effective communication with parents
- To support the effective administration of a PVFC Women's and Girls Team
- To laise directly with league administrators when required
- To monitor player attendances and provide regular activity reports
- To represent PVFC and your age group and any local, regional and National meetings / events.
- To carry out any other duties that may be reasonably requested by the Foundation

Key skills and Experience

- Experience of managing a team and working within a team with proven success, relating well to a range of diverse people
- Experience in coaching / managing a football team
- Knowledge and experience of the Women's and Girls game
- Experience of giving constructive and timely feedback to players and seeks it in return
- Ability to build relationships, building rapport and working in a collaborative way
- Effective at communicating with others using a range of methods including formal and informal routes, presenting information which influences and has a positive impact on audiences.
- Experience of Influencing people, giving and receiving constructive feedback
- A strong and effective decision maker, bravery and committed to making effective decisions
- Experience of showing initiative and is willing to take decisions within the accepted parameters of the role. Sharing appropriate and timely information with others and recognises when to refer up to more senior colleagues.
- Experience in supporting the planning, delivery and evaluation of football coaching sessions.

- Knowledge of The FA's National Game Strategy
- Ability to develop and maintain strong relationships with key partners

- The ability to work under own initiative and be pro-active in driving the organisation forward
- Flexible to work evenings and weekends.
- Proficiency with Microsoft Office package and excellent IT skills

- Excellent verbal and written communication skills
- Outstanding attention to detail
- Strong time and task management skills

General

- Ensure the Values of Port Vale Foundation are adhered to throughout the department
- To represent Port Vale Foundation in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism.
- To be aware of and comply with current Health and Safety Regulations and the Foundations Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
- To undertake any appropriate training as required.
- To maintain awareness of risks and feed these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
- To be aware of and adhere to the Foundations codes of conducts.
- To undertake any other duties that may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post.
- To be aware of our Company Policies and Procedures which may be updated from time to time; to ensure that your actions and behaviour are consistent with and champion the requirements of those policies and procedures at all times

Person Specification – Football Development Coordinator

	Essential/Desirable	How Assessed
Relevant Experience		
Previous experience Delivering/Leading Football Development Sessions for female pathways.	Essential	Interview/CV

Experience of a working capacity within professional football environment.	Desirable	Interview/CV
Experience in Girls and Women's Football	Desirable	Interview / CV
Previous Experience of running coaching courses to governing body standards.	Essential	Interview/CV
Planning, delivering and generating income through charged football activities.	Essential	Interview/CV
Evaluating impact of sessions / player performance	Desirable	Interview/CV
Formal Academic Qualifications		
GCSE Maths and English C+	Essential	CV/Certificates
Further Education around Football / Sports Development	Desirable	CV/Certificates
Degree in a sport/educational related subject	Desirable	CV/Certificates
Vocational Qualifications and Training		
National coaching qualification endorsed by the sport's governing body	Essential	CV/Certificates/Interview
First Aid & Safeguarding Certificates	Essential	CV/Certificates/Interview
Enhanced DBS Check	Essential	CV/Certificates/Interview
FA Licensed Coach Member	Desirable	CV/Certificates/Interview
Health & Safety at Work	Desirable	CV/Certificates/Interview
Specialist Knowledge		
UEFA 'C' Licence	Desirable	CV/Certificates/Interview
Age appropriate/ F.A. Youth Awards	Essential	CV/Certificates/Interview
FA Talent ID	Desirable	CV/Certificates/Interview
FA introduction to Football	Essential	CV/Certificates/Interview
Job Related Skills and Abilities		
Be able to communicate effectively with participants, customers, visitors and staff	Essential	Interview/CV
Good IT Skills, including word processing, spreadsheets and databases	Essential	Interview/CV
Ability to deliver KPIs against project plans on time and within budget.	Essential	Interview/CV
Ability to work under own initiative and be pro-active in driving the organisation forward	Essential	Interview/CV
Physical Requirements and Personal Attributes		
To represent Port Vale Foundation in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism	Essential	Interview/References
Enthusiasm and passion for Football	Desirable	Interview/CV
A positive attitude towards professional development and their own learning	Desirable	Interview/CV
Creative in problem solving situations together with a willingness to take on or try new approaches and ideas	Desirable	Interview/CV
Special Working Conditions		
Have a clean enhanced DBS check.	Essential	Interview/CV
Hold a valid full, clean UK Driving licence.	Essential	Interview/CV
Required to work evenings and weekends and occasional match days when requested.	Essential	Interview/CV

Reliable approach to working hours	Essential	Interview/CV/References
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Safeguarding Statement

Port Vale Foundation are committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

Equality Statement

Port Vale Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity

How to apply?

If you would like to apply for this role please complete an application form that can be found at www.portvalefoundation.co.uk/job-vacancies

Email the completed application form to foundation.trust@port-vale.co.uk or you can send it by post to:

**Job Vacancies
Port Vale Foundation
Vale Park
Hamil Road, Burslem
Stoke-on-Trent, ST6 1AW**

If you require any more information, please call us on 01782 757066.