



**Boston United Football Club Community Foundation  
Job Description**

<b>Job Title</b>	Assistant Football Development Coach	<b>Salary</b>	Competitive hourly rates plus holiday pay
<b>Reporting to</b>	Football Development Officer	<b>Contract</b>	Zero Hours
<b>Responsible for</b>	N/A	<b>Hours</b>	Flexible hours during term time (mainly 3pm to 9pm) and during school holidays
<b>Location</b>	The Jakemans Community Stadium, Boston and other locations due to the nature of the role.		

**Job Purpose:**

To support Lead Coaches in the delivery of Boston United Community Foundation's football programmes, including, After-School Clubs, Holiday Courses, Girls Football, Futsal, Walking Football, Disability Football, Veterans and Development Centres.

**Main Duties & Responsibilities:**

<b>1</b>	To plan, prepare and deliver professional high-quality coaching sessions that promote sustained participation in football and sport.
<b>2</b>	To plan and deliver football coaching sessions that allow participants to develop and grow both as players and as people.
<b>3</b>	Ensure the area you are coaching in is a clean and safe environment that is free from any hazards that may cause injury or harm to the participants
<b>4</b>	To liaise with key stakeholders such as Project Leads, school staff, and parents to ensure that all activities are delivered in a safe and enjoyable environment.
<b>5</b>	Take attendance registers and sometimes payments from participants, plus complete any necessary health and safety checks prior to the activity starting
<b>6</b>	To be punctual and organised, ensuring that all equipment is prepared. The venue is ready before the arrival of the participants.
<b>7</b>	To be responsible for the welfare of people in your care. Ensuring children and young people are signed in and out of each session by a parent or carer, where applicable.
<b>8</b>	To communicate your availability for sessions efficiently and professionally with Community Foundation Programme Leads.
<b>9</b>	To always act as an ambassador for Boston United Community Foundation, professionally representing the charity and football club.
<b>10</b>	To be clean, well presented, wearing full Boston United Coaches kit.
<b>11</b>	To attend in-house CPD or formal training when required.

**Personal Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
FA Level 1 in Coaching Football / FA Introduction to Football Coaching	✓	
Valid FA Emergency Aid	✓	



Valid FA Safeguarding Children Certificate	✓	
Valid FA Enhanced DBS Check	✓	
FA Youth Modules		✓
FA Futsal Level 1		✓
<b>Knowledge and Experience</b>		
Experience of supporting of delivering football/sports sessions	✓	
Knowledge of how a football/sport session should be structured to meet a fun safe environment.	✓	
Experience of assisting or delivering session in a range of settings		✓
Experience of working with a range of partners		✓
<b>Skills and Abilities</b>		
Ability to communicate effectively with participants, parents/carers, and partners	✓	
Ability to work individually and as part of a team	✓	
Excellent planning and organisational skills and attention to detail	✓	
A drive to help people achieve their goals	✓	
Willingness to work unsocial hours, including evenings and weekends	✓	
Ability to evaluate sessions and provide quality feedback to participants, assistants, and support staff	✓	
<b>Other</b>		
Must satisfy relevant pre-employment checks including two satisfactory references and Enhanced FA DBS Check.	✓	
Ability to undertake any necessary travel in connection with the duties of the post	✓	
Must be able to recognise discrimination in its many forms and adhere to the BUFCF equality & diversity policies.	✓	
To have knowledge and understanding of health and safety issues and to follow the policies and procedures of Boston United Community Foundation in such regard.	✓	
Undertake other duties as required ensuring efficient work on behalf of the Boston United Community Foundation team	✓	

<b>Control of Resources</b>	
<b>Staff</b>	The employee is responsible for supervising any assistant coaches while working on the Football Development projects.
<b>Volunteers/ Work Experience</b>	The employee is responsible for working with the Lead Coach to supervise any volunteers and work experience placements and integrate them into the work programme.
<b>Equipment</b>	Assist the Lead Coach in ensuring the equipment is checked and safe to use which is necessary for the effective delivery of your sessions.



<b>Monitoring and Evaluation</b>	Assist the Lead Coach in the production of the necessary reports recording participants and attendances at the sessions they are delivering.
<b>Financial</b>	No budgetary controls. The post holder may have to assist the Lead Coach in taking payments at sessions and submit these to the Football Development Officer or administration team
<b>Health/Safety /Welfare</b>	The employee is responsible for the health, safety and welfare of themselves and others whilst at work in accordance with the Boston United Community Foundation Health & Safety Policy.
<b>Equal Opportunities</b>	The employee is responsible for their own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with Boston United Community Foundation's Equal Opportunities & Diversity Policy.
<b>Training &amp; Development</b>	The employee is responsible for assisting in the identification of their own training and development requirements in conjunction with the Football Development Officer

### Note

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the post holder.

### Safeguarding Statement

Boston United Football Club Community 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.

### Equality Statement

Boston United Football Club Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. 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.