



**Job information pack**

# FOUNDATION PHASE LEAD COACH

# WHO WE ARE:

Shrewsbury Town FC Foundation is the official charity of Shrewsbury Town Football Club. Established in 1996 our mission is to utilise the power of sport to engage, inspire and strengthen our local community.

## VISION

To take Shrewsbury Town into the heart of the local community, helping people realise their potential and achieve their goals.

## PURPOSE

To deliver a service that can be judged as “first class” by our participants, funders and community partners.

A service that is seen to make a significant social contribution, changing lives by creating opportunities for all of our participants.

## MAKING A DIFFERENCE

In partnership we will work within Shropshire to:

**Improving Health & Wellbeing**  
**Providing better life chances,**  
**Creating stronger communities**

Our vision is underpinned our values

**Passionate | Proactive | Fun | Inclusive | Professionalism | Caring**

Range of Work

**Health & Wellbeing | Education & Employability | Football & Participation | Inclusion**







# ROLE:

Job Title: **Foundation Phase Lead Coach (U7 - U12)**

Salary: **Competitive + Benefits**

Contract Length: **2023/24 Season**

Contract Type: **Part Time (3 hrs per week)**

Start Date: **June 2023**

The Foundation Phase Lead Coach will be responsible for the planning and delivery of weekly training & fixtures as part of the Foundation's Foundation Phase Development Programme.





## ROLE SPECIFIC RESPONSIBILITIES

To plan, prepare and implement well-structured and progressive football/sports coaching programmes ensuring a high quality, enjoyable coaching experience centred on the needs of the participants

To monitor and provide feedback on player progress throughout the season in line with organisation requirements.

To carry out administrative duties as necessary e.g. maintain accurate attendance registers; carry out risk assessments, monitor and evaluate assessment of coaching sessions

To be committed to continuous professional development relevant to the post and personal training needs supporting future career advancement

Communicate to players, parents and coaches on a weekly/monthly basis on the curriculum, fixtures and events.

To ensure that the Foundation provides fair and appropriate playing opportunities for all players in the foundation phase.

To create a positive learning environment where players are given the opportunity to learn and to express themselves without the fear of mistakes, failure or the fear of losing.

To be responsible for the welfare of players within the designated age group.

To keep accurate and up to date records of all playing time, training attendance, injuries and any other relevant information required by the Foundation and that all information is electronically recorded.



## ROLE SPECIFIC RESPONSIBILITIES

To support the operational activity and delivery of the Foundation's Strategic objectives.

To undertake every opportunity to promote a positive image of the Shrewsbury Town Foundation and Shrewsbury Town Football Club

To show our organisation values, to be a positive role model at all times and set standards for other members of staff to follow.

To ensure that the Charity's Health and Safety, Equal opportunities, Child Protection and vulnerable adults safeguarding policies represent best practice and are adhered to in all aspects of the Charity activities.

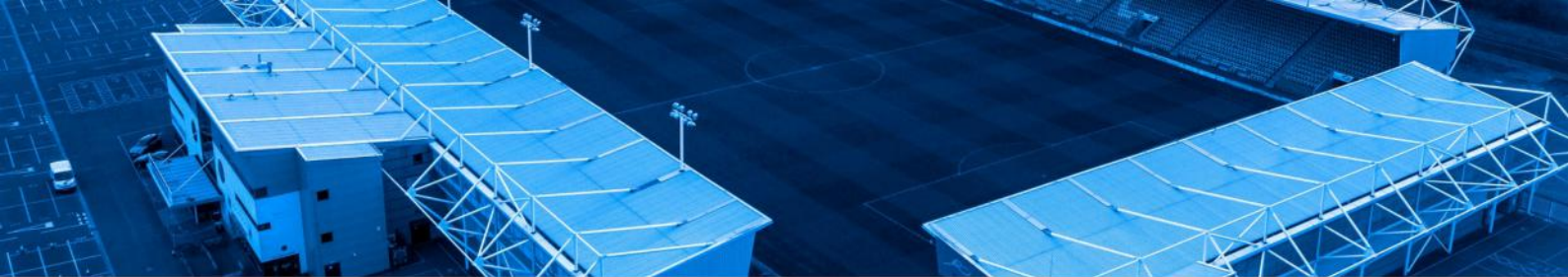
To ensure that the safety of participants, volunteers and staff is prioritised at all times.

## ADDITIONAL ROLE INFORMATION

Training to take place on Thursday evenings between the hours of 5.00 - 8.00pm

Positions available in both Shrewsbury & Ludlow.





## PERSONAL SPECIFICATION

NO	STATEMENT	ESSENTIAL	DESIRABLE
1	FA Level 2/UEFA C Licence Coaching or NGB Level 2 Qualification	X	
2	FA Level 3/UEFA B Licence Coaching Qualification or working towards		X
3	FA Safeguarding Children Certificate	X	
4	FA Emergency First Aid Certificate	X	
5	The FA Basic First Aid for Sport (BFAS) Qualification		X
6	Willingness to work un-socialable hours, including evenings, weekends.	X	
7	Ability to develop and implement high quality, varied and creative coaching sessions focusing on a young person-centred approach	X	
8	Experience of coaching in a wide range of environments including schools, clubs and community settings.	X	
9	Clean Enhanced CRC/DBS Certificate	X	
10	Clean UK driving license	X	

# UNCOVER THE BENEFITS

**At Shrewsbury Town FC Foundation we have a range of benefits to support colleagues across the club:**

**General Benefits:**

- Holiday Entitlement - 20 days plus 8 bank holidays
- Free on site Parking
- 2 x matchday tickets for Shrewsbury Town FC home league games
- Exclusive discounts with club partners including Budgen Motors
- Subsidised on-site gym membership

## EMPLOYEE PENSIONS

All colleagues will be able to access the pension scheme at the Foundation:

3% from the employee

3% from the employer

\*Eligibility criteria applies

## LIFE ASSURANCE



Unfortunately, we all have to be prepared for every eventuality and therefore the club provides the following cover:

- Four times your basic salary

The life assurance policy is held by a third party insurer and covers all members of staff. (Restrictions and eligibility criteria apply)

- Aged between 16 and 75 years old

\*Restrictions and eligibility criteria apply

## EYE TESTS

Colleagues who use display screen equipment or drive as a core part of their role for 50% or more of their working time can apply, through Specsavers for:

- Free eye test
- Discounted glasses or lenses



## WORKFORCE DEVELOPMENT



Our workforce development package:

All our staff are registered on the Educare system and can access hundreds of different online training.

Including interactive training courses that provides staff with further skills and development.

Opportunities for Level 3 & Level 5 management training to create our future managers.

The Coaching Manual - World class coach education, world's best content (Over 4000 pieces of content available)

## ELECTRIC CAR SCHEME

Subject to eligibility\* Employees can qualify for the electric car scheme and a variety of electric vehicles across a number of brands and models.







# OUR CORE VALUES

## PROFESSIONAL

We are professional in every aspect of our delivery.

## PASSION

We are passionate about what we deliver for Shrewsbury Town Football Club, and how we can make a difference for the community we live in.

## INCLUSIVE

We are committed to support all of our participants regardless of race, gender or ability and will ensure that our programmes reflect this.

## PROACTIVE

We are determined to be forward thinking, innovative and ambitious in continually looking to improve our performance and impact.

## FUN

We want all participants to share our enjoyment and enthusiasm in what we deliver – in a fun and safe environment.

## CARING

Our workforce cares a lot about our work and local community.



# APPLICATION PROCESS

All completed application forms must be submitted to our admin team by the below deadline.

**Application Deadline:** Friday, 28th April 2023, 5pm

**Interview Dates:** TBC

**Start Date:** June 2023 or earlier for the right candidate

All candidates shortlisted for interview will be informed by email or phone by 5:00pm on Tuesday 2nd May 2023. If you have not been contacted by this date it means that you have been unsuccessful and not shortlisted on this occasion.

For more info please email: [admin@foundationstfc.co.uk](mailto:admin@foundationstfc.co.uk)

## SAFEGUARDING STATEMENT

SHREWSBURY TOWN FC FOUNDATION IS 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 DBS CHECK AND REFERENCES.

## EQUALITY STATEMENT

SHREWSBURY TOWN FC 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.



**FOUNDATION.**  
THE CLUB'S OFFICIAL CHARITY