



Football Coach

Job Description

Our Students' Union represents and supports over 5,000 students currently studying at the University of Suffolk. The University has a diverse range of students, including significant numbers of mature students and those who are first generation Higher Education. We are a student-led organisation and provide competitive and social sports, social activities, advice and representation for our members. We have embarked upon a new strategy which seeks to embed student leadership in our organisation and as such have a renewed drive to enable and support our sports teams to achieve success. Our sports teams are run

Location: University of Suffolk Students' Union hired facilities and occasional national sports locations

Salary: £20 per hour. Day rate of £50 payable for home games, £80 for away games. Usually about 4-5 hours per week over 14 weeks in Semester 1 and 11 in Semester 2.

Reports to on a day-to-day basis: Student Opportunities Co-ordinator, Head Coach (Football)

Responsible to: Student Engagement Manager

Responsible for: Football Club members

Main Purpose

- Deliver engaging coaching sessions to the Football Team on a weekly basis
- Manage the Football team, attend and support players on BUCS game days
- Work with the Football Committee and SU to support team recruitment, attendance and timely administration
- Oversee/support other coaching staff as required

Key Responsibilities:

Coaching

In conjunction with the Football Committee and SU staff:

- Lead structured weekly football coaching sessions to club members
- Take responsibility for individual and team coaching and target setting
- Provide feedback to team members on their progression throughout the season
- Lead on selection for BUCS matches (both league and cup competitions) as well as any locally arrange fixtures or friendly matches
- Ensure all delivered sessions comply with health and safety regulations and safeguarding protocol

Development

- Assist with the overall development of the Football Club and take the lead in achieving set targets.
- Assist the Football Club in the recruitment of new club members
- As part of the wider SU team, support and develop the competitive sports function of the SU in line with our strategic plan.

Reporting

- Report all game scores, action taken and team progression to the Student Opportunities Co-ordinator via the agreed channels and timescale

- When working away from the SU, act as a point of contact for the SU team and external agencies.
- Ensure compliance with safeguarding and Health and Safety policies and report any concerns in line with agreed procedure

General duties of all staff

- Contribute to planning processes across the SU as required, regularly reviewing performance and systems/ procedures
- Act as an ambassador for the SU at all times, maintaining relationships and seeking to develop new partnerships which will enhance the student experience where applicable.
- Act in accordance with the SU's governance and policies at all times
- As required contribute to SU activity across the team
- Undertake training and development related to the role
- Undertake this role in accordance with the SU requirements for confidentiality (compliance with the GDPR) and personal integrity.
- The post holder may undertake other duties, commensurate with the level of this role in order to meet the needs of the wider Students' Union. A flexible approach to workload is essential.

Hours and Other information

The SU Offices are open from 09:00 to 17:00 Monday to Friday. This post is part time, aligned with the schedule of matches and training which are often evening and weekend based. There will additionally be a requirement to spend time in the SU Offices, for example to complete administration, work with the committee and to meet with SU colleagues.

This job description outlines the major duties associated with the post. It is not intended to be exhaustive, and it should not be assumed that other duties of a similar level/nature appropriate to the level of the role are excluded. The duties of the post may alter due to changes in legislation or policy. Where such changes occur, training may be given to enable the post-holder to undertake the new or varied work.

Person Specification

Candidates for the job will be assessed in the following ways;

- A = Application
- I = Interview

Skills, Knowledge and Experience

This section describes the qualities we would like to see in the post holder. If you would require further development on some of these areas, or you can offer other qualities you think would be useful for the role, you should indicate this on your CV or covering letter.

CRITERIA	Essential / Desirable	Measured By
Qualifications		
Level 2 football coaching qualification	D	A / I
Level 1 football coaching qualification	E	A / I
Knowledge & Experience		
Experience of coaching	E	A / I
Football playing experience	E	A / I
Experience of providing one-to-one support to others	D	A / I
Handling sensitive and confidential matters	D	A / I
Demonstrable understanding of current issues and themes in Higher Education and Students' Unions	D	A / I
Knowledge of BUCS rules and regulations	D	A / I
Skills		
Exceptional interpersonal and communication skills (oral and written)	E	A / I
Organisational skills and ability to manage competing priorities	E	I
Ability to work with and support a diverse range of members	E	A / I
Good coaching and mentoring skills	E	A / I
Ability to set SMART long and short term goals	E	A / I
Attributes		
Preparedness	E	A/I
Assertive	E	A/I
Encouraging of others	E	A/I
Innovative and Imaginative	E	A
VALUES AND ETHICS		
Desire to work within a democratic student led environment	E	A/I
Understanding and commitment to equal opportunities	E	A/I

Demonstrably high standards of personal integrity	E	A/I
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Job Description approval date	01/10/2018
Review Date	01/10/2019
Staff Responsible for review	Student Engagement Manager

Closing date, interviews and questions

Closing Date: 5pm on Wednesday 10 October 2018

Interview Date: Monday 15 October 2018

Start Date: November 2018

More Information: If you have any questions please contact Tiffany at t.evripidou@uos.ac.uk on 01473 338 155

How to Apply: Download an application form from <https://www.uosunion.org/join-us>

Email Completed Applications to t.evripidou@uos.ac.uk for the attention of Tiffany

Late applications and CV's without an application form will not be considered