



# SOUTHAMPTON FOOTBALL CLUB JOB DESCRIPTION



<b>Job Title</b>	<b>Casual Foundation Coach</b>		
<b>Department</b>	Saints Foundation		
<b>Banding</b>	N/A		
<b>Location</b>	St Mary's Stadium and other sites		
<b>Accountable To</b>	Football Development Manager		
<b>Accountable For</b>	N/A		
<b>Criminal Record Check Required</b>	Yes	<b>Level of Check</b>	Enhanced (children's barred list)
<b>Financial Responsibility</b>	<i>Budget Holder</i>	No	<i>Authorisation Level</i> £0

## ROLE PURPOSE

To deliver Community coaching sessions in accordance with the standards and professionalism expected by Saints in the Foundation.

## DUTIES & RESPONSIBILITIES

- To be well presented at all times wearing the agreed SFC coaching kit and ensure the SFC equipment issued is maintained in a good working order.
- Be at the agreed venue a minimum 15 minutes before the start of the session.
- To prepare a lesson plan in advance of the session.
- Recommend young players to the Saints Academy.
- Deliver a creative and enthusiastic session in accordance with the Foundation Officer's expectations.
- Interact with parents / school representatives in a polite, courteous and professional manner.
- Understand the role of Saints Foundation within Southampton FC.
- Be aware of Club products that may be of interest to customers / fans.
- Represent the Club in a professional manner at all times.
- Attend in-service training sessions when required.
- Ensure the relationship with children and vulnerable adults is appropriate and language, behaviour and demeanour is suitable. The Company will expect you to undertake training to ensure an understanding of best practice in relation to Children and/or Vulnerable Adults.
- You will be responsible for the welfare of children in your care and should not leave them in the care of others.
- A criminal disclosure and identity check will be carried out.

- Ad hoc duties as requested by Management.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience</b>	Experience of coaching.	Experience of working with a variety of age groups.
<b>Qualifications (incl. certifications)</b>	Minimum FA Level 2 coaching qualification (or working towards).	UEFA B License.
<b>Skills</b>	<p>Good communication and organisation skills.</p> <p>Confident and outgoing personality.</p> <p>Flexible approach.</p> <p>Positive Attitude</p>	

## THE SOUTHAMPTON WAY

We are looking for you to show these work based behaviours which match the attributes within the Southampton Way values which are integral to our working culture.

### RESPECT & UNITY

- Is willing to listen to others and demonstrate an understanding of others opinions and/or views.
- Works well in teams and shows the willingness to cooperate and contribute in group discussions.
- Open to learning and developing, themselves and others. Shows confidence in seeking advice and support.

### CREATIVITY

- Shows ability to be proactive in understanding tasks and projects that are given by checking assumptions, looking for evidence and sharing information with relevant stakeholders.
- Is willing to demonstrate creativity through the identification and communication of ideas which offer solutions to problems that address specific tasks.
- Can demonstrate a willingness to explore new or alternative ideas. Shows initiative during any task to utilise problem solving skills and consider alternative options.

### ACCOUNTABILITY

- Good communication skills both verbal and written, taking the initiative to understand their stakeholders expectations in order to meet them.
- Is clear and concise when suggesting and describing own ideas or opinions with an ability to influence others.
- Willing to speak up and promote own ideas to build confidence in their own views for themselves and for others. Finds solutions to obstacles.

### ASPIRATION

- Responds to plans and tasks proactively in order to get things down without delay. Ability to plan effectively and deliver expectations.

- Shows ability to take full responsibility and initiative to deliver as promised to the highest standard.
- Willing to accept constructive feedback to continuously improve performance for themselves and others.

**GENERAL INFORMATION**

The Employee must at all times carry out his/her responsibilities with due regard to the Southampton Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and adults at risk that are in their care or attending the Company’s premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

**JOB DESCRIPTION AGREEMENT**

Employee’s Signature:		Date:	
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Line Managers Signature:		Date:	
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