



Notts County Foundation (NCF) is the independent charitable arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of physical activity to improve the health and wellbeing of our local communities.

Our wide range of programmes cover sport, health, inclusion and education to transform the future outlook for many and leading to positive change within people's day-to-day lives. We are also proud to operate the Portland Centre in the Meadows as our community hub and the facility is very much the heartbeat of the Foundation.

We take pride in our long-standing affiliation with Notts County FC, a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is:

We use the power of physical activity to improve the health and wellbeing of local communities. The mission is underpinned by Notts County Foundation's FIVE core values:

- **We inspire:** Acting as role models, aiming to bring the best out of people.
- **We are Innovative:** Thinking outside the box, making the unachievable happen.
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners.
- **We show integrity:** Committed to doing what we said we would do.
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

Sport and Inclusion

Health

Education

The Portland Centre



**Notts County
Foundation**
Inspiring active change

Meadow Lane, Nottingham, NG2 3HJ
nottscountyfoundation.org.uk
Company Registration: 4320737 | Charity Registration: 1091927

Job Description

Job Title:	Youth Coach
Responsible to:	S&I Manager and Education Manager
Salary:	£14,723 - £23,810
Responsible for:	N/A
Location:	The Portland Centre
Document Created (Month & Year)	February 2025

Overview of the role

The **Youth Coach** plays a vital role in supporting both the Sport and Inclusion, and Education Department. Working closely with the **Sport and Inclusion Manager** and **Education Manager**. The Youth Coach is central to delivering transformative and engaging activities across schools and community settings in Nottingham and Nottinghamshire. This position focuses on fostering growth and development in individuals, particularly those from underrepresented or vulnerable groups, by leveraging the power of sport to inspire active change.

Our coaches contribute to delivering lessons that engage diverse groups of students. The role requires fostering enthusiasm for learning across subjects and sports, adapting curriculum as needed while maintaining student progress, and providing a positive learning environment.

In addition to delivering engaging sessions, the role involves building meaningful relationships within the community, promoting inclusivity, and contributing to the Foundation's mission of creating opportunities for all. Coaches will have the chance to develop professionally, taking on flexible shifts that align with their strengths and passions, including weekdays, weekends, and evenings.



Key Accountabilities & Responsibilities:

Programme Delivery:

- Deliver high-quality sports sessions that engage, inspire, and progress young people and adults.
- Lead and assist in coaching activities aligned with project aims and objectives.
- Support the development and delivery of impactful sport and youth engagement sessions in areas need.
- Work with individuals and groups from diverse backgrounds, promoting inclusivity and respect.
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Community Engagement:

- Engage, inspire, and empower young people to reach their potential through sport.
- Act as an ambassador for the Notts County Foundation, promoting its ethos and programmes positively.
- Support disadvantaged and underrepresented groups in accessing local opportunities.
- Collaborate with local schools, community groups, and other stakeholders.

Administrative Duties:

- Maintain detailed and accurate records of coaching sessions, participant attendance, and outcomes.
- Prepare reports to evaluate the impact of programmes and contribute to funding applications.
- Support programme managers with planning and coordination of schedules.
- Ensure equipment and resources are maintained and ready for use.
- Contribute to team meetings and provide feedback to improve service delivery.
- Ensure consistent and accurate data collection and input to ensure compliance with GDPR.

Programme Overview:

Education Provision - Heading for Goal	<i>A tailored educational programme personal development to help young people excel academically and gain essential life skills. Through mentorship, workshops, and an engaging curriculum, it empowers participants to overcome challenges and achieve success.</i>
Sport and Inclusion	<i>Supporting a range of community programmes including Premier League Kicks, Premier League Stars, Premier League Fans Fund, Holiday and Food (HAF) & Kellogg's Camps, and Ferrero Joy of Moving programmes and Matchday Coordination.</i>





Safeguarding Key Tasks

- Notts County Foundation (NCF) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of Notts County Foundation must ensure that:
 - They recognise the position of trust they have by working for Notts County Foundation
 - Their behaviours is always appropriate.
 - They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults.
 - They follow the procedures for responding to signs and suspicions of abuse.
 - In every respect, the relationship they form with children and adults are appropriate.

Training Key Tasks

- To attend regular staff training sessions, be they held in-house or externally
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required commensurate with the grade and level of responsibility for the post.
- Promote the activities of Notts County Foundation
- To support the delivery of other key areas of the business as required.

General Duties

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To follow by Notts County Foundation policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Foundation at all times

Our Package Includes

- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution (upon successful completion of probation)
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to season tickets to Notts County Football Club
- Personal growth is a key and we invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.





Equality, Diversity and Inclusion

We value the diversity of our staff and welcome applicants from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity, marriage and civil partnership.

Safeguarding Statement

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts Count Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfill its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



Personal Specification

Category	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> Relevant experience or professional qualifications in Sports Coaching (any sport) Level 2 NGB Award. 	<ul style="list-style-type: none"> A degree or diploma in Community Development, Sports Science, or a related field (or equivalent experience). Relevant youth work qualifications. PTLLS or equivalent (Level 3). Qualification in any sport.
Experience/Knowledge	<ul style="list-style-type: none"> Strong written and verbal communication skills. Experience working with young people in sports or community settings. Passion for improving opportunities for disadvantaged and underrepresented groups. 	<ul style="list-style-type: none"> Experience working with hard-to-reach young people. Experience supporting extracurricular activities in schools or community organisations. Understanding of safeguarding procedures and policies.
Personal Qualities/Attributes	<ul style="list-style-type: none"> Friendly, positive, and courteous attitude. Commitment to the aims, vision, and values of the Foundation. Flexible, helpful, and responsive approach to work. Ability to work as part of a team and foster good relationships. 	
Special Conditions	<ul style="list-style-type: none"> Access to own vehicle and a full UK driving licence. Willingness to travel for business reasons. Work outside normal office hours, including weekends, when required 	

