**JOB DESCRIPTION**

**JOB TITLE:** Early Years Coach

**DEPARTMENT:** CITC

**REPORTS TO:** Health Officer

**LOCATION:** Etihad Campus

**DATE:** February 6th 2017

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**Job purpose**

City in the Community Foundation are looking for a community coach to assist with the delivery of the Early Years Programme. Applicants must possess a passion for sport and have experience of working within a school or nursery environment. Applicants should also have the desire to develop their own skills and knowledge in a high performance working environment.

The role will be full time (37.5 hours per week) and will consist of delivering early years physical activity sessions in nursery settings across Manchester. As well as delivering outstanding sessions, the successful applicant will be expected to both develop and maintain excellent relationships with the nurseries and the CITC team. As well as delivering the sessions, the successful candidate will be expected to monitor and evaluate the programme and complete all registers on Substance Views.

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**Key responsibilities**

(The principal areas of work in which the job must produce results in order to achieve its purpose, typically 6-8)

* To plan and deliver early years physical activity and fundamental movement sessions in nurseries across Manchester.
* To deliver the City Play programme for 20 hours a week. Other hours will involve updating sessions on Substance Views, and delivering on Play the Game (football session).
* To attend any internal/external training provided by CITC.
* To assist with the general administration and monitoring and evaluation of the programme.

**General Responsibilities**

* Compliance with Club policies
* Compliance with the Club’s Health and Safety procedures
* To undertake other duties as may be reasonably expected
* To maintain a professional conduct at all times

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**Key relationships**

(The most significant internal and external relationships and the nature of the contact e.g. co-ordination, passing on information, negotiating, influencing)

All City in the Community Staff specifically:

* Health Officer
* Health Manager
* Other Community coaches
* Local schools/nurseries
* Local community facilities

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**Scope of job**

(Information relevant to understanding the scale of the job e.g. number of staff supervised, size of budget, number of events/projects managed)

The early years coach will be encouraged to develop their skills whilst delivering and become familiar with CITC policies and processes as well as becoming part of the team. The early years coach is encouraged to attend both internal and external training opportunities that may be provided in order to develop. The coach will not have to manage any budget or supervise any staff members.

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**Person Specification**

**Job Title: Early Years Coach Department/Location: CITC**

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| **Knowledge: the level and breadth of knowledge to perform the job** |
| Essential:* The successful candidate must have knowledge of delivering age appropriate sessions for children aged 2-5 for at least one year.
* They should also have experience of planning outstanding sessions and how to differentiate throughout their delivery.
* Knowledge of using CRM systems.

Desirable:* The successful candidate should have previous experience of delivering football and physical activity related sessions to children ages 2-5 and/or working within a nursery environment.
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| **Technical/work-based skills: skills specific to the job**  |
| Essential:* The successful candidate must have a minimum of a FA Level 2 in Football Coaching and any other Level 2 NGB Coaching Qualification.
* The candidate must also be fully competent in using Email and hold a full UK driving license.

Desirable:* It would be desirable if the candidate held any Early Years/Nursery specific qualifications.
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| **General skills and attributes:** |
| Essential:* Due to the nature of this job the successful candidate must demonstrate the following behaviours:
* Good communication skills including a range of delivery styles that can cater to different needs within a group.
* The candidate must be able to adapt to different working environments and work with ages ranging from 2-5. The session delivery must therefore be adapted to meet the needs of the group.
* Candidates should have good organisation skills as they will be expected to manage their own schedule and pre plan sessions.
* Candidates will need to demonstrate the ability to work individually, with CITC colleagues and with other departments within the club.

Desirable:* Good presentation skills to deliver any presentations to CITC colleagues or to nurseries within Manchester.
* Analytical skills would be desirable for reporting on the programme and completing the monitoring and evaluation of the sessions.
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| **Experience:**  |
| Essential:* The successful candidate will have experience of working with children, preferably young children aged between 2 and 5.
* Experience of delivering within a school or nursery setting.

Desirable:* It would be desirable if the successful candidate has previous experience of working in a nursery setting delivering physical activity, fundamental movement activities and football or with children aged 2 to 5.
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| **Qualifications: the level of educational, professional and/or occupational training required** |
| Essential:* Candidates will need to have gained a minimum of a Nationally Recognised Level 2 Coaching Qualification.

Desirable:* It would be the desirable if the successful candidate had attained a sports related qualification in more than one sport or any early years specific qualifications.
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