



AFC WIMBLEDON FOUNDATION

Job Profile and Employee Specification

Job title:	AFC Wimbledon Foundation – Community Sports Coach
Responsible to:	Education and Sport Manager
Location:	Venues across Merton and Wandsworth
Hours:	30 hours per week
Pay:	£20,000 – £22,000
Job purpose:	To manage and deliver Foundation Programmes in South West London
Min. Qualification:	FA Level 2 in Coaching Football/UEFA C Licence

Core responsibilities	
1	Communicate and promote the AFC Wimbledon Foundation’s vision
2	Have consistently high standards in all aspects of role
3	Lead delivery of structured and high quality weekly coaching and enrichment programmes, including: Football for All, Player Development Centre, Kicks, Walking Football and Disability amongst others
4	To engage with a wide range of community groups that the Foundation works with
5	Mentor and support less experienced staff in both school and extra-curricular settings
6	Report to the Education and Sport Manager on all matters regarding Foundation programmes
7	To complete all other tasks as requested by the Foundation’s Senior Management Team
8	To attend, as and when, appropriate meetings regarding key issues within the Foundation
9	To always adhere to Foundation policies and procedures regarding welfare of minors, ensuring compliance at all times when dealing with participants under the age of 18 years old.
10	To help create and uphold the optimal learning environment throughout all contact time
Coaching	
1	To plan, deliver & evaluate coaching sessions as required by the coaching schedule
2	To lead / assist coaching sessions as required by the coaching schedule
Admin	
1	To effectively communicate with parents / guardians as required on an on-going basis
2	Maintain administrative records for all sessions with full contact details to be inputted via the Premier League VIEWS monitoring and evaluation software
Self-Development	
1	Attend all Foundation in house CPDs
2	Book on and complete any basic level FA development courses (<i>example: Talent ID, psychology...</i>)
Qualifications	Capabilities
<ul style="list-style-type: none"> • UEFA C License / FA Level 2 minimum • DBS Checked (Conducted by Foundation) • FA Safeguarding • FA First Aid <p>Please state if you have a Level 2 Qualification in any other sport.</p>	<ul style="list-style-type: none"> • Excellent communication, manner & people skills • Computer literate • A self-starter, motivated & hard working • Organised & able to use initiative • Professional & diligent • Able to work well within a team • Open minded and willing to learn

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Cherry Red Records Stadium, Plough Lane, Wimbledon, SW17 0NR
 Tel: 020 8974 5712 Email: enquiries@afcwimbledonfoundation.org.uk



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AFC Wimbledon Foundation is committed to the safeguarding of its staff, volunteers and young people. Any job offers made are subject to satisfactory passing of assessment, training, references and Disclosure and Barring Service (DBS) checks. AFCWF are fully committed to equality, diversity, inclusion and anti-discrimination.

We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences: and to this end we will deliver our work in such a way so as to ensure that that no one is excluded.

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