

EMPLOYER		Kidderminster Harriers Community Trust
Employer Description	Kidderminster Harriers Community Trust are a not-for-profit registered charity providing sport related activities to schools and the local community in Worcestershire. Kidderminster Harriers FC are one of non-league football's oldest clubs, dating from 1880, playing at the Aggborough stadium. The Charity arm was established in 1993	
Employer Website	www.harriers.co.uk	
Employer Contact name and number	Nick Griffiths Tel: 01562 863821 Email: harrierscommunity@live.co.uk	
Employer address	Aggborough Stadium Hoo Road Kidderminster DY10 1NB	
Number of employees	1 Full time 4 part time	
VACANCY DESCRIPTION		
BASIC VACANCY DETAILS		
Number of Vacancies	1 Full time	
Vacancy Title	Community Sports Development Officer	

Brief overview of vacancy role	Main tasks: Learn how all aspects of the Community Trust operate working with the Community Sports Manager to modernize practices. Preparing and delivering football/sports activities in schools and the local community. Deliver coaching activities for children at holiday courses, minikickers and afterschool clubs. Deliver sports as required to all sectors of the community including walking football, 40 plus, Man v Fat and Anklebiters Organization and delivery of PLPS/NLT projects as directed by the Community Sports Manager Manage all aspects of social media, liaising with the Club media manager where necessary. Care and maintain all equipment ensuring it is fit for purpose Conduct risk assessments and all necessary safety checks Keep and maintain records of attendance. Monitoring and evaluation of all projects
Vacancy Type	Full Time
Contact name	Nick Griffiths
Contact number	Tel: 01562 863821
email	Email: harrierscommunity@live.co.uk

Paid hours per week	minimum of 35 hours per week Will include evening and weekend
Wage	£25,000 per annum Statutory holidays included
Fixed wage	Fixed 1 year contract
Expected duration	52 weeks
Closing date for applications	3 rd November 2023
Possible start date	December 2023 / January 2024

Long vacancy description	Main tasks: - To learn all methods of operation of the Trust including structure, personnel and current working practices - To make improvements and modernize practices, where necessary and in the best interests of the Trust - To assist and deliver coaching sessions that are participant-centred, structured, progressive, fun and of a high quality. - To undertake the necessary planning for each activity session to ensure the programme demonstrates progression throughout - To continually monitor and evaluate all sessions, activities and programmes. To enter data into the online platform as required by our funders. - To manage social media across all project and liaise with the Club Media Manager to promote Trust activities. - To adapt sessions to cater for different ranges of ability and development age. - To undertake administrative tasks associated with the post, including planning sessions, taking registers, consent forms and contacting clubs and schools. - Work in a range of community settings, ensuring programmes meets the needs of participants - To provide appropriate mentoring, support, guidance and advice to other coaches, teachers and volunteers. - To be a positive role model at all times. - To ensure all equipment associated with the coaching programme is correctly set up, maintained, stored and returned on completion of the coaching programme. - To build relationships with partners such as schools and clubs, and liaise with them to ensure they remain happy with the coaching service provided. - To be engaged with own continuous professional development (CPD) and attend relevant training courses to improve their coaching delivery, as agreed by line manager. - To be familiar and comply with Community Trust health and safety regulations and to undertake activity/venue risk assessments prior to all sessions, and report and record incidents/accidents/hazards. - To respect the rights of all participants and ensure that their well-being and safety are considered at all times. - Any other duties as requested by the trustees of the Community Trust. - Take an active role in any other duties required to deliver the outcomes and targets of Community Trust
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REQUIREMENTS AND PROSPECTS	
Essential skills	• An understanding of football/sport and an enthusiasm for coaching • A keen user of social media and a demonstrable understanding of all aspects. • Strong written and verbal communication skills • An understanding of the educational system, national curriculum and school operations • A driver • Clear and current enhanced DBS check • An understanding and appreciation of safeguarding children
Desired Skills	• Great attention to detail • Ability to work to deadlines under pressure and be proactive when presented with problems • First class project management and communication skills • Be open to learning new ways of working • Be diligent and precise in following procedures • Be flexible to help support your colleagues when necessary • Have drive and ambition
Desired personal qualities	• Delivery - Completes work on time and to high standards, continually looks for ways of improving performance, gives and receives feedback constructively • Teamwork – is consistently helpful, positive and works collaboratively with others • Customer Excellence - Demonstrates a passion for service to internal and external customers • Communicating - Persuasively communicates with others in a clear, concise and purposeful way to build effective relationships and gain support for ideas / projects • Developing Self and Others - Provides support that enables themselves and others to develop and improve • Leadership – Provides clarity, direction and inspiration to young people through a compelling vision of the future and what can be achieved. • Problem Solving - Uses information to form ideas about issues and identify the best solutions

Essential qualifications	Safeguarding children in sport First Aid in sport Level 2 or above coaching qualification at lead sport Level 1 coaching award in another sport Car driver or be able to get to venues throughout Worcestershire
Desired qualifications	Sports related Degree Level 3/4 Assisting Teachers in PE

