

# Team Nottinghamshire Apprentice Job Description

<b>Job Title:</b>	Coach Core Apprentice
<b>Department:</b>	Team Nottinghamshire
<b>Responsible to:</b>	Team Nottinghamshire Programme Mentors
<b>Overview of the Organisation:</b>	
<p>Team Nottinghamshire is a consortium of professional sporting clubs and community partners in Nottinghamshire: City of Football, Notts County Football in the Community, Nottingham Forest Football in the Community, Nottingham Rugby, National Ice Centre, Nottinghamshire County Cricket Club and Epic Partners.</p> <p>Their aim is to support the participation and growth of sport, physical activity and health across Nottinghamshire for young people and young adults.</p> <p>The partnership is working collectively to deliver an Apprenticeship programme. 20 individuals will be selected to complete a One year Apprenticeship programme (April 2017 – March 2018)</p> <p>The Apprenticeship will incorporate an NVQ II in Activity Leadership, Create Development Modules, and a number of Governing Body sports qualifications, most importantly a minimum of 30hrs per week will be provided <i>in the workplace gaining much needed practical experience of working</i> within a professional sports development environment.</p> <p>Apprentices will be allocated to their first or second choice sports/organisation where possible, but all candidates will be given the opportunity to be seconded within the partnership to support major events, festivals or competitions throughout the year.</p>	
<b>Main purpose of the role:</b>	
<p>To support Team Nottinghamshire in delivering a comprehensive coaching, leadership and mentoring programme across the City and County. Leading by example you will act as a role model and mentor to young people from within the school, Community or Club environments all year round by supporting the planning &amp; delivery of fully inclusive programmes.</p>	
<b>Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• To work alongside the Head Coach / Mentor, to plan and deliver a fully inclusive programme of coaching and leadership.</li> <li>• To support the coordination and delivery of high standard coaching and leadership across the partnership.</li> <li>• To support curriculum lessons and after-school clubs working with mixed ability students.</li> <li>• To support community engagement through doorstep clubs, Sportivate, Street Games &amp; This Girl Can campaigns.</li> <li>• To support the Head Coach/Mentor accurately record sessions, collecting and storing of appropriate data.</li> <li>• To support major events / competitions and tournaments as part of the Team Nottinghamshire professional sport stadia status.</li> <li>• To complete administration duties as and when required.</li> <li>• To attend internal and external meetings and events organised by Team Notts.</li> </ul>	

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- To attend all required Team Nottinghamshire, Coach Core & Lifetime Training sessions organised.
- To keep up-to-date with Apprenticeship work and remain in regular contact with relevant staff members supporting the Coach Core programme.

*This is an outline of the postholder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the charity.*

## **Skills & Experience:**

### **Essential:**

- To successfully complete an enhanced Disclosure & Barring clearance
- Ability to demonstrate coaching & leadership skills to young people.
- Ability to learn and adapt
- Commitment to your own Continuous Professional Development
- Commitment to providing high quality service and duty of care for young people
- Commitment to completing qualifications and educational modules

### **Desirable:**

- IT skills, especially Excel and Word
- Good verbal and written communication skills.
- Awareness of health and safety issues and ability to identify potential hazards
- Ability to keep accurate records, maintain files and maintain attendance and user information
- Experience of working with children and young people (preferably in a sports programme setting).

### **Personal Requirements:**

- Good interpersonal and communications skills
- Good organisational, administrative and record keeping skills
- Ability to manage own time and take initiative
- Flexible attitude - have the ability and willingness to work unsociable hours
- Have enthusiasm and commitment to the development of the sport
- Have resilience and reliability
- Passionate about helping young people learn
- Emotionally mature and self confident
- Positive attitude; enthusiastic and able to act as a strong leader and role model to young people and peers
- Reliable with excellent time keeping and time management skills
- Commitment to personal learning and development