

## DWP Bid Unique Identifier

### Job Placement title

Community Sports/ Football Coach

### Job Placement summary

Job role: To provide support for the community coaching team in all aspects of sports delivery – predominately football across a variety of projects :

Responsible to & directed by: Community Manager

Liaison with: Community coaches,

Responsible for: N/A

### Main duties:

To assist with coaching sessions and courses across all areas of activity ensuring that participants of all ages and abilities are supervised and undertake an enjoyable activity in a safe environment.

Administration of the documentation and record keeping associated with the various activities – application forms, registers, group listings etc.

Promote Tranmere Rovers in all areas of activity.

Communication and liaison with teachers/group leaders with regards to sporting activities.

Dealing with enquiries and general day to day liaison with customers and staff etc

General office duties including filing, photocopying, sending and receiving emails etc

Maintaining equipment when necessary

Flexibility to work evenings and weekends when required

#### Essential skills, experience and qualifications

- Experience in sport and a passion for coaching
- Excellent communication skills
- Have the ability to liaise with people from all different walks of life
- IT Competent
- Willing to take an enhanced DBS & further qualifications when offered

Job category (DWP use only)

Number of hours per week

25 Hours PW

Working pattern and contracted hours (including any shift patterns)

5 Hours per day totalling 25 hours per week

Day Shift

Hourly rate of pay

National Minimum Wage for age

Details of employability support (training opportunities/mentor)

We have delivered the Intermediate labour market programme and managed from start to end- including recruitment, performance management and progression.

The programme is aimed at young people aged between 16-24. At Tranmere Rovers we will provide a dedicated member of staff to support and job coach the candidate within their role. The support will be on a one-to-one basis assisting the young person into gaining important life skills such as work experience in a real working environment, CV improvements and preparation for future job interviews as well as many others. The support will be provided from day one up to the young person's completion date spending around one full day per week with them asking to complete a work/support journal to show progression. I will be the person supporting the young people throughout their time with us at Tranmere Rovers Football Club. Progress reports will be provided to all young people to complete at the end of every month so that we're able to provide them with suitable support. This will also allow us to act upon any feedback they may have. If the role cannot be extended we will ensure to support the young person in securing employment based on the skills they have gained.

Company name

Tranmere Rovers Football Club Limited

Closing date for applications

Using the table on the next page please provide details for each Job Placement by location.

Employer Job Placement reference (where applicable)  
Job Placement location and address (including post code)  
Contact details for the Job Placement  
Name  
Email address  
Telephone  
How to apply for the Job Placement  
Number of Job Placements at location  
Maximum number of referrals per Job Placement  
Is public transport available? Yes/ No/ Don't know  
Anticipated start date/s (if known)

Tranmere Rovers FC  
Prenton Park  
Prenton Road West  
Birkenhead  
CH42 9PY  
Ellis Parr  
HR & Compliance

[ellisp@tranmererovers.co.uk](mailto:ellisp@tranmererovers.co.uk)

Apply by sending CV. Covering letter is optional

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YES

ASAP