



COMMUNITY  
FOUNDATION

**TRUST**  
**PARTNERSHIP**  
**SHARE**  
**COMMITMENT**  
**NETWORK**  
**COLLABORATE**  
**SUPPORT**  
**WORK**

**Job**

**Application pack**





**COMMUNITY  
FOUNDATION**

# Our Mission

To work with AFC Fylde and local organisations to use the brand of football and the power of sport to engage, empower, and enable the Fylde population to fulfil their potential and thrive.

# Our Aim

To engage all members of the Fylde community, enabling them to make a positive difference to their lives and addressing the inequalities that exist across our communities.

# Our Values

- 1 Collaborative in all we do
- 2 Inclusive and Diverse in our approach
- 3 Innovative in our actions
- 4 Supportive of our team
- 5 Ethical and Transparent
- 6 Environmentally Sustainable







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# Job Vacancy

## Higher Education Co-ordinator

**Hours: 37.5 hours per week, inc. some evenings and weekends**

**Length of Contract: Three years**

**Salary: £25,500 - £26,999 per annum + benefits**

**Location: Fylde Sports and Education Centre, PR4 3JZ**

### Employment Type:

- We offer flexible working arrangements to suit the right candidate:
- Full-time (1.0 FTE)
- Part-time (0.8 FTE)
- Term-time only (pro-rata): based on 39 working weeks

### Role Summary:

- AFC Fylde Community Foundation is recruiting a Higher Education Co-ordinator to join its successful and respected team. The postholder will oversee the delivery of the Foundation's Sports Degree programme and courses.
- The courses are in partnership with the University of South Wales (USW) but are based at AFC Fylde Community Foundation. USW offer award-winning Foundation Degrees (FdSc) in Sports Coaching and Development, and Community Football Coaching and Development. They also offer top-up years for both course for full BSc (Hons). All are designed in conjunction with the English Football League Trust. Learners develop the skills and qualities that are required to work within professional football clubs, their community departments or national governing bodies.
- The postholder will deliver high-quality academic tuition and pastoral support to students enrolled on USW sports programmes. The co-ordinator will play a key role in inspiring learners, facilitating academic achievement, and enhancing their employability in the sports industry.

### Guidance and Authority:

- The Higher Education Co-ordinator will report directly to the Employability, Education and Skills Manager.





## **General:**

- Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the Foundation.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees and customers.
- The below job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.

## **Main Role and Responsibilities:**

- Lead on the delivery of all aspects of the USW programme – including learner recruitment, promotional activities and teaching of learners
- Support learners with a variety of progression routes whilst developing employability skills
- To support students with the quality of their work and to meet set deadlines and targets
- Spearhead the recruitment of future students onto the course
- Ensure all lessons, including the planning, preparation and assessment of, are delivered to the standard required by funding partners and external verifiers
- Identify and attend careers events, colleges and other relevant education events to promote the Foundation's education offer
- Be a flexible member of the Foundation team and when requested assist in the delivery of other projects and activities including evenings and weekends

## **Health and Safety:**

- Fully endorse, demonstrate, and carry out the Foundation's health and safety policy
- Comply with all policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically
- Have a full knowledge of fire evacuation procedures
- Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury





## **Safeguarding:**

- The Foundation is committed to safeguarding the welfare of children, young people and vulnerable adults and expects all staff and volunteers to endorse this commitment
- The employee must act to protect all young people and vulnerable adults that are in their care or attending our programmes

## **Person specification:**

### **Qualifications & Experience**

- Full UK driving license and access to a vehicle
- PGCE (desirable)
- Level 4 teaching qualification (desirable)
- UEFA C / FA Level 2 Coaching Qualification (desirable)
- Mentoring qualification (desirable)
- Teaching/mentoring/training, ideally but not essentially, within Further or Higher Education.
- Established experience in sports coaching or coach development

### **Knowledge & Skills**

- Relevant and current subject knowledge of sports coaching
- Understanding of Higher Education delivery (desirable)
- Sound knowledge and understanding of safeguarding and child welfare issues
- Ability to obtain a clean enhanced DBS qualification
- Confidence to present in front of audiences
- Outstanding planning and organisational skills
- Good level of ICT skills
- Approachable and engaging

### **Equal Opportunities:**

- AFC Fylde Community Foundation is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.





## **Equal Opportunities (continued):**

- As a Disability Confident employer, we actively welcome applications from people with disabilities and are happy to provide reasonable adjustments throughout the recruitment process to support individual needs.

## **Benefits:**

- Company pension scheme
- 33 days annual leave (including bank holidays)
- Access to charity worker discounts
- Bespoke Learning and Development programme
- Free Holiday Camp places for age related dependants
- Staff uniform
- Free on-site parking
- Company pension scheme
- Employee of the Month rewards

## **Job Review:**

- The job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

## **How to apply:**

- To formally apply, a C.V. (two pages maximum) and covering letter (two pages maximum) must be submitted via email to the Foundation's Chief Executive Officer, Chris Brannigan, at [chris.brannigan@afcfylde.co.uk](mailto:chris.brannigan@afcfylde.co.uk), by 4pm on Monday 28<sup>th</sup> July. Please clearly outline within your application how you meet the Person Specification and your motives for applying
- We encourage early applications, as we will be reviewing and interviewing candidates on a rolling basis. The vacancy may close early if a suitable candidate is appointed.
- For any further information or to discuss the vacancy, please email [chris.brannigan@afcfylde.co.uk](mailto:chris.brannigan@afcfylde.co.uk).







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