

YOUTH BASKETBALL COACH

EAGLES COMMUNITY FOUNDATION

JOB DESCRIPTION

JOB TITLE: Youth Basketball Coach

EMPLOYER: Eagles Community Foundation

RESPONSIBLE TO: Day-to-day supervision is from the Development Manager

SALARY: Salary is subject to change, but anticipated £24,570 to £29,406.43

TERM: Fixed one-year term

HOURS OF WORK: 37.5 hours per week, includes working on evenings, on weekends and public holidays as required.

LOCATION: Vertu Arena and external venues as per delivery requirements

JOB PURPOSE:

Eagles Community Foundation is looking to recruit a youth basketball coach working in the different areas on targeted days across a given week. The new and dynamic position will work across key identified areas of business reflecting the needs of the organisation and funding requirements. The work will involve the delivery of high-quality basketball sessions with the opportunity to grow programmes. The person will need to work with good attention to detail and follow a methodical and thorough approach to work whilst keeping to deadlines. The post will have supervisory duties within the organisation working across basketball community delivery.

KEY RESPONSIBILITIES

- Liaise with key primary and secondary schools and partnerships to seek out new opportunities for developing partnerships and building the participation base.
- Deliver high quality basketball coaching sessions in club, in-school and/or in the community.
- Deliver opportunities for all young people on the fringes of basketball to engage and inspire.
- Provide exit route links to young people to participate within additional Foundation opportunities.
- Set up and establish sustainable delivery.
- To work closely with current Eagles Community Foundation employees and volunteers to ensure the delivery of age appropriate sessions in a safe and friendly environment.
- Promote, support and help organise ECF holiday camps and events.
- Work with the Newcastle Eagles men's and women's team and pregame activities and promotions.
- To ensure that accurate records are maintained, and the appropriate paperwork is completed in accordance with GDPR and privacy policies.
- To understand and implement the policies and procedures as they relate to the delivery; in particular the Data Protection Act, Health and Safety, Equal opportunities and Safeguarding children and vulnerable adults policies, and codes of conduct as they relate to delivery.
- Produce bi-monthly reports on activities, including; attendance, event outcomes and feedback surveys.
- Promote opportunities for development within officiating, refereeing and coaching and governing body qualifications.

SECONDARY FUNCTIONS

- Be committed to and responsible for promoting the welfare of those involved.
- To undertake such other duties as may be reasonably required within the parameters of the organisation's needs.
- To keep up to date with all current practices and legislations and attend training courses as agreed with the Development Manager for continued CPD.

THE PERSON

- Outstanding communication and interpersonal abilities will be needed to liaise with members of staff and customers.
- Excellent organisational and leadership skills.
- Familiarity with office management procedures and technology usage principles.
- Excellent knowledge of MS Office and office management software is essential.
- Maintain records using identified Foundation technology to produce written reports as requested.
- Driving license
- Minimum England Basketball Level 2 Coach qualification

The successful candidate will be asked to apply for an enhanced criminal disclosure check through the Disclosure and Barring Service (DBS). A conviction (spent or unspent) may not exclude candidates from this position but will be considered as part of the recruitment process.

NB:

This is not intended to be a full definition of duties and staff will be expected to assist in such other duties as may be allocated. This job description is subject to variation as the needs of the Company may require.

To Apply

Please fill out the application form and return to Ian Macleod by either email at I.Macleod@eaglescommunityfoundation.com or post to:

Ian Macleod
Eagles Community Foundation
Vertu Motors Arena
Scotswood Road
Newcastle upon Tyne
NE4 7AF

Closing date for applications will be Friday 28th November 5:00 p.m.