

JOB DESCRIPTION: Area Coordinator – Carmarthenshire (Foundation)

The Role	To co-ordinate and deliver all Swans Foundation activities within Carmarthenshire. This will include the delivery of all Premier League projects (Primary Stars, Kicks and Inspires) as well as our holiday camp provision and other projects.
Location	Across Carmarthenshire/Swansea.com Stadium, Swansea
Reporting to:	Education Manager
Contract / Working Pattern	Permanent 35 hours per week (<i>mainly daytime with at least one evening session per week</i>)
Remuneration	£22,000-£25,000 per annum
Benefits	Full uniform pack provided, use of company van, mobile phone, laptop, access to matchday tickets
Responsibilities	<ul style="list-style-type: none"> • To be lead point of contact for all Foundation work within Carmarthenshire – creating and managing an efficient delivery schedule whilst identifying opportunities for collaboration and growth. • To develop and maintain positive working relationships with key partners (schools, colleges, local authorities, local NGB leads) within Carmarthenshire to maximise the impact of the Foundation’s work. • To recruit both primary and secondary schools to take part in PLPS and Inspires projects. • To plan and deliver high quality PE and classroom-based (numeracy/literacy/health & wellbeing) activities. • To plan and deliver other school related activities such as the tournaments, assemblies, collapsed curriculum and stadium days, school sport days etc. • To work closely with, and mentor primary schoolteachers; to enhance their knowledge, skills and confidence to deliver high quality PE and school sport. • Ensure that all delivery is structured and high quality, following the appropriate schemes of work and linking into the National Curriculum and National Governing Body frameworks. • Lead on the delivery of engaging football and multisport activities in areas of deprivation as part of the PL Kicks/PCC project. • To be responsible for the recruitment of participants to PL Kicks sessions. This can involve the delivery of taster sessions in schools as well as the circulation of high-quality marketing materiel provided by the club marketing team. • To provide line management to a team of local casual staff and volunteers who will support delivery. This will include conducting regular supervision and feedback sessions to ensure sessions are delivered to the highest quality. • To work closely with local communities to identify suitable locations for the delivery of PL Kicks, and to ensure our Kicks offer continues to meet the needs of these communities.

	<ul style="list-style-type: none"> • To plan and deliver fun, engaging and age-appropriate practical sessions at our holiday time soccer camps. • Act as a positive role model, to engage and inspire all pupils/participants. • Encourage young people’s enthusiasm and participation in sport and physical activity and to develop their physical ability, academic knowledge, and life skills. • To support, develop and deliver new inclusion-based initiatives for the Foundation. • Ensure all participants attending the sessions are registered correctly and data is collected in accordance with GDPR principles. • Ensure that all data is collected and processed correctly and accurately, is up to date and uploaded to our online monitoring system, Salesforce. • To complete regular monitoring reports/case studies and to constantly review the programme to ensure we are achieving the desired outcomes. • To survey participants attending sessions to gauge feedback on activities and to demonstrate the impact of the project. • Attend additional training and CPD opportunities linked to the role. • To represent Swansea City AFC Foundation at relevant meetings, activities, conferences, competitions, and other events relating to projects. • Our vision starts with our staff and permeates through all our business, so we recognise the need to always protect the image and reputation of Swansea City AFC. It is therefore a condition of employment that all our employees uphold our beliefs by positively promoting and representing Swansea City AFC. • To embody the Foundation mission of supporting inclusivity, acting as a role model by ensuring all of our activities are accessible and welcoming for all. • To ensure that The Foundation’s policies and procedures including Health & Safety, Safeguarding and Data Protection are considered, and all legal obligations are adhered to, ensuring that the safety of participants, volunteers and staff (including self) is prioritised at all times. • Ensure all aspects of safeguarding are integrated across the delivery of the programme and all activities are delivered in a safe and suitable manner; with all safeguarding concerns reported through appropriate channels. • To be well presented and wear suitable attire whilst on duty and representing Swansea City AFC Foundation. • Contribute to Foundation success by accepting new assignments, helping team members, learning new skills, and striving to improve team results.
Qualifications	
Essential	<ul style="list-style-type: none"> • Educated to degree level or equivalent or ability to work at this level (A sport related degree would be advantageous) • UEFA C Certificate (or equivalent UKCC Level 2 coaching qualification in a different sport) • First Aid and Safeguarding Certificates

Desirable	<ul style="list-style-type: none"> • 1st4Sport Level 3 Certificate in Supporting the Delivery of PE and School Sport (PESS) • Level 3 in Education and Training (or equivalent) • Youth Work Level 2 or above
Experience	
Essential	<ul style="list-style-type: none"> • 2 years' experience of working within sports coaching • Experience of working in a school-based setting
Desirable	<ul style="list-style-type: none"> • Experience in supporting the development and delivery of community sport and physical activity projects • Experience of working with hard-to-reach young people in challenging situations • Experience of youth work
Personal Qualities	
Essential	<ul style="list-style-type: none"> • Passionate about physical education/sport and its long-term impact on young people • A sound understanding of Health and Wellbeing principles and their place within youth sport • Promotes positive behaviours and acts as a role model • A passion to use the power of sport to influence others • Have empathy, be supportive and encouraging to develop others. • Highly organised with good verbal, written and presentation skills • Excellent interpersonal skills • A commitment to personal development and willingness to undertake training where necessary • Strong administrative, organisational and IT skills • Excellent communication skills • Highly ambitious with a drive and determination to achieve success • An excellent knowledge and understanding of safeguarding including principles, procedures and thresholds • An openness to new ideas and ways of working with a commitment to ongoing personal development • Valid driving licence with business insurance,

This role is subject to pre-employment checks including an enhanced DBS check and return of reference.

The deadline for applications is **Monday the 28th of August**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#).

If you would like further information or wish to discuss the role in greater detail, please contact: Thomas Williams, Head of Programmes on 07876 885 195; Thomas@swansfoundation.org.uk

Swansea City AFC Foundation is an equal opportunities employer and has policies and procedures in place to protect employees and job applicants from unfair and/or prejudiced treatment. The Foundation does not tolerate less favourable treatment of any employee or job applicant on any ground, including but not limited to gender, marital status, race, racial origin, nationality, national origin, religion or belief, disability, sexual orientation, gender reassignment, age, membership or non-membership of a Trade Union, pregnancy, childbirth, political affiliation, relationships in the workplace, or any other prejudice.

Swansea City AFC Foundation is committed to safeguarding and promoting the welfare of children and young people involved in its activities. As part of the Foundation's recruitment and selection process any offers of work are subject to a satisfactory enhanced DBS Disclosure and barred list check. Appropriate references are also required.

Due to a high demand in applications the Foundation will be unable to respond to those applicants who have not been shortlisted for interview.

Applications will only be kept for three months and will not be shared with other organizations.