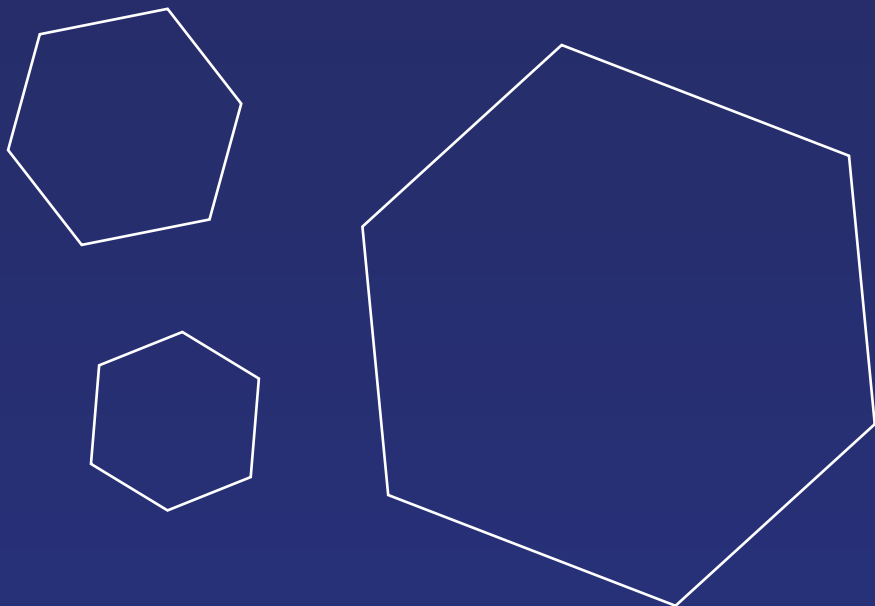


Recruitment Pack

Premier League Primary Stars Coordinator



Job Vacancy



Rochdale AFC
Community Trust

Primary Stars Coordinator

Job Title: Premier League Primary Stars Coordinator (Two roles available)

Work base: Crown Oil Arena, Sandy Lane, Rochdale, OL11 5DR

Salary: £24,324-£30,116

Employment type: Full time

Contract length: Permanent (subject to probation period)



Premier League
Primary Stars

Rochdale AFC Community Trust are looking for an experienced sports coach, education professional or qualified teacher with the enthusiasm, passion and drive to provide a high quality, varied programme that positively impacts on the lives of children in the borough and supports schools to deliver maths, English, PSHE and high-quality PE interventions alongside other activations, workshops and competitions.

With a strong record of community delivery spanning a near 40-year history, Rochdale AFC Community Trust are ideally placed to make a huge difference to the lives of people in Rochdale and are looking for someone to join them on that journey.

The role is primarily funded by the Premier League Charitable Fund and comes with a support network and development opportunities from across the football network as well as the chance to shape and drive early intervention models and school sport in Rochdale.

If you share our vision, want to join us on our mission and share our core values, we look forward to hearing from you.

Ryan Bradley
Rochdale AFC Community Trust



Application Process

1. APPLICATION

To apply, please follow the steps outlined below.

1. Please send the following to ryan.bradley@rochdaleafc.co.uk, with the subject title **PLPS COORDINATOR APPLICATION**

- CV
- **Cover letter** highlighting your motivation for the post and indicating how your skills and experience meet the person specification.
- CLOSING DATE: Friday 28th August

2. SELECTION

All applications received will be shortlisted against person specification. Those most closely matching our requirements will be invited to interview. This is a rolling process as applications are received so candidates are asked to apply without delay.

Due to the volume of applications received for most roles, we are only able to contact candidates if they are shortlisted for interview. If you don't hear from us within two weeks of the closing date, unfortunately on this occasion you should assume your application has not been successful.

We aim to provide feedback to all shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, unfortunately we will not provide feedback for those who are not shortlisted for interview.

3. CHECKS & REFERENCES

If you are successful with your application, and at interview stage, we will ask for the details of two named contacts to act as references; one of which must be your current or most recent employer.

Successful candidates will also be required to undertake a Disclosure and Barring Service (DBS) check before officially joining Rochdale AFC Community Trust.



Who are we?

Thank you for your interest in working with Rochdale AFC Community Trust.

Rochdale AFC Community Trust is the official charity of Rochdale AFC. We share the vision of making Rochdale one of the best places in the world to live, work and play – a place where ALL voices are heard.

We use the power of football and our community standing to raise aspirations and transform lives. Throughout all that we do, the following core values are exhibited by everyone connected with the Charity.

The charity has gone through incredible growth since exiting the pandemic, winning local, regional and national awards for the work we do in our communities, regularly beating the 'bigger' clubs. Our Primary Stars programme was rated 'Exemplary' by the Premier League.

With the club back in the Football League and under stable ownership, we have an exciting future in store supporting the growth of Rochdale AFC 'For Generations to Come'.



Premier League Primary Stars launched in 2017 and uses the appeal of the Premier League and professional football clubs to inspire children to learn, be active and develop important life skills.

Available to every primary school in England and Wales, it inspires girls and boys aged 5-11 in the classroom, the playground and on the sports field.

PL Primary Stars stated aims are to:

- Enhance the knowledge, skills and confidence of teachers to improve delivery of PE and school sport
- Increase children's enjoyment, participation and skills in competitive and non-competitive sports and physical activity
- Increase children's understanding of the personal skills and values needed to achieve their goals
- Enhance children's interest, understanding and confidence in English and maths
- Support young people into further participation pathways in sport

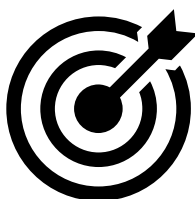


OUR TOWN. COMMUNITY.



VISION

We share the vision of making Rochdale one of the best places in the world to live, work and play – a place where ALL voices are heard.



MISSION

We use the power of football and our community standing to raise aspirations and transform lives.



VALUES

Throughout all that we do the following core values are exhibited by everyone connected with Rochdale AFC Community Trust.

PASSIONATE

IMPACTFUL

HONEST

HIGH QUALITY

FAIR



PREMIER LEAGUE PRIMARY STARS COORDINATOR

Purpose of the position:

To coordinate the Premier League Primary Stars programme to the standards set by the funder and local schools

Main duties and responsibilities:

- Coordinate and deliver a mixed programme of activity that includes sports coaching, small group education interventions, teacher training and social action projects that promote Premier League values.
- Promote all sessions and be responsible for the recruitment and retention of partner schools and participants.
- Be the point of contact for bookings and queries for all schools' programmes.
- Coordinate rotas for full time staff and volunteers to ensure that sessions are staffed to the appropriate level.
- To promote opportunities outside of the Primary Stars Programme, for example signposting to our Soccer Schools, wellbeing programmes, external partners, and volunteering opportunities.
- To ensure that we embed safeguarding, mental wellbeing and EDI in planning and delivery across the department.
- Ensure regular and up to date registers, questionnaires and other reporting and monitoring requirements are collected and uploaded to our monitoring and reporting platform (Salesforce)
- Showcase the impact of the programme on communities and individuals through case studies, press releases and social media posts.
- To act as an ambassador for Rochdale AFC Community Trust, demonstrating our shared values in all that you do.

Employee benefits:

- 21 days annual leave, plus bank holidays
- Access to Rochdale AFC match tickets and uniform
- Cycle to work scheme
- Hybrid/flexible working, including term time holidays
- Use of company vehicles
- If required, term time only working would be considered, as would part time/job share

**SCAN TO SEE
PRIMARY STARS
IN ACTION!**



When completing your cover letter, please highlight, using examples, how you meet each element of the person specification.

Skills and Qualifications

Essential:

- Full UK Driving License
- Level 2/UEFA B (or equivalent) coaching qualification
- Working towards or hold the Level 3 Teaching Assistant and Level 4 Higher Level Teaching Assistant qualification (L3TA & L4HLTA - delivered by the FA PE Team)
- Up-to-date safeguarding and first aid qualifications (or willingness to work towards)
- Excellent planning, organisation, report writing, and time management skills
- Ability to work under own initiative and to timescales
- Strong communication skills
- A 'can do' attitude, and willingness to learn.
- Maintain a level of flexibility and adaptability in a fast-paced environment.
- A creative thinker with the ability to see new opportunities.

Desirable:

- Can use CRM programmes to manage participant records/sale records
- Qualified teacher status
- D1 (minibus) license
- Project management/operations experience
- Basic graphic design skills
- Ability to write engaging press releases

Knowledge and Experience

Essential:

- Understanding of a sporting club foundation/trust
- Computer literate
- Understanding of how to market programmes to schools and the public
- Ability to use social media to showcase and promote your work
- Knowledge and understanding of safeguarding children and vulnerable adults.
- Designing curriculums and session plans to national framework standards

Desirable:

- Knowledge of Rochdale and the surrounding geographical area.
- Experience of providing revenue/budget reports.
- Experience of online booking/payment systems
- Able to price programmes competitively whilst maximising revenues.

Our Commitment

Rochdale AFC Community Trust is wholly committed to Safeguarding and promoting the welfare and safety of children and young people. We fully expect all Board members, employees and volunteers to always demonstrate and communicate this commitment.

As an equal opportunities' employer, all qualified applicants will receive consideration for employment and will not be discriminated against based on race, colour, religion or belief, gender, sexual orientation, gender identity, ethnic or national origin, disability, age, pregnancy or maternity, marital or civil partner status or any other consideration prohibited by law.

We are committed to positively promoting equality of opportunity in all aspects of employment. All applicants will be considered for employment based on the job requirements and the individual's ability and merits in meeting the requirements





Rochdale AFC
Community Trust

www.rochdaleafccommunity.org