



Job Description

Position: Multi Sport Coach

Responsible to: Secondary Education Co-ordinator

Contracted hours: 37.5hrs

Contract Type: Fixed Term until 31st August 2025

Salary Band: £24,570 - £26, 119

Based at: House of Sport 3, Clos Parc Morgannwg, Cardiff CF11 8AW.

**You will also be required to work at other locations as part of this role*

Job Purpose

To manage and deliver inclusive sports and physical activities within Cardiff City FC Community Foundation, to children and young people aged 5 – 18 across South Wales in line with the project delivery plan. This includes, but is not limited to supporting PE CPD events, mentoring schoolteachers, delivering sport and physical activity sessions outside of curriculum time (including evenings and weekends), delivering targeted interventions and school holiday provisions.

Key Responsibilities:

Impact

- Record and monitor programme outcomes and impact through pre-designed questionnaires and case studies, ensuring data accuracy and confidentiality.
- Regularly assess the success and impact of sessions delivered, using participant feedback and performance data to inform future programme development.
- Promote and uphold equality, diversity, and inclusion across all programmes and activities.

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Workforce

- Develop and deliver curriculum and extra-curricular activities for children and young people, ensuring all sessions are tailored to the unique needs of participants.
- Provide guidance, support, and training to staff involved in the delivery of activities, ensuring high-quality experiences.
- Assist in the organisation and delivery of PE CPD events for staff, ensuring continuous professional development.

Finance

- Organise and maintain necessary equipment, ensuring all items are in good working condition and available for sessions.
- Collaborate with the marketing team to promote Premier League Primary Stars, Premier League Inspires, Kicks and other activities, ensuring maximum visibility and engagement.

Communication

- Act as the main point of contact for programme participants and their families, addressing inquiries and concerns with professionalism and empathy.
- Provide regular updates to the Foundation's management team and other key stakeholders, ensuring transparency and alignment with organisational goals.
- Represent the Foundation in meetings, both internally and externally, promoting the values and objectives of the organisation.

Safeguarding & Compliance

- Ensure that all programme activities are conducted in a safe and supportive environment, adhering to the highest safeguarding standards.
- Maintain up-to-date information in line with GDPR requirements, ensuring all personal data is handled securely and confidentially.
- Apply Health and Safety standards across all aspects of the programme, ensuring the wellbeing of all participants and staff.

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Key Relationships

Internal: All Foundation Staff and Trustees

External: Cardiff City FC staff, community members, schools, police, NGB representatives, local councils, inclusion organisations, facility providers, and other stakeholders.

Person Specification

| Personal Skills/Characteristics | Essential | Desirable |
|--|-----------|-----------|
| Qualifications and Training | | |
| Sports Coaching Qualification (minimum Level 2) | ✓ | |
| Qualification in working with children with Additional Learning Needs (ALN) | | ✓ |
| Relevant First Aid qualification | | ✓ |
| Relevant Safeguarding and Protecting Children certificate UKCC Level 2 | | ✓ |
| Skills and Knowledge | | |
| Ability to coordinate, plan and organise effectively | ✓ | |
| Excellent customer service skills. | ✓ | |
| Experience in delivering sensory-based activities and adapting sports for children with developmental conditions | | ✓ |
| Knowledge of inclusive sports practices | ✓ | |
| Ability to mentor staff, volunteers and beneficiaries | ✓ | |
| Welsh Speaker | | ✓ |
| Experience | | |
| Experience of working with children and young people | ✓ | |
| Experience of developing and maintaining partnerships | ✓ | |

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|--|---|---|
| Experience in delivering inclusive sports programmes | ✓ | |
| Experience of managing budgets | | ✓ |
| Personal Circumstances | | |
| Ability and willingness to work outside of normal working hours, including evenings and weekends on a frequent basis | ✓ | |
| Hold a full UK driving license and access to a vehicle | ✓ | |

How to apply

If you are interested and possess the right attributes required of this role, then please complete all the information listed below in the correct order using this link [Multi Sport Coach](#)

Please submit a covering letter outlining your experience and achievements in relation to the role description and person specification and complete the following Forms:

- » Equal Opportunities Form
- » Self-Declaration Form
- » Job Application Form

**Please note, we will be unable to assess your application unless all the above items are completed.*

Our workforce is our most important asset, as such we are committed to Equality, Diversity & Inclusion. We are therefore open to applications from people from a wide variety of backgrounds, who can bring unique skills and experiences to connect with people and our communities.

Cardiff City FC Community Foundation is committed to equality and the safeguarding of children and vulnerable adults. Positions that involve working with such groups are

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therefore, subject to safer recruitment protocols, including an enhanced DBS check. This role is also subject to the receipt of satisfactory references.

For an informal discussion about the role please e-mail HR@cardiffcityfc.org.uk

Closing Date: Wednesday, 29th January 2025

Interview: Thursday, 6th February 2025

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