



Apprentice PE & Sports Coach

Full-Time

Fixed-Term: 18-months

Wigan Athletic Community Trust is recruiting for Apprentice PE & Sports Coaches to provide high quality PE and sports coaching offered to schools and community groups in Wigan.

You will:

- Enrol and successfully complete an NVQ Level 3 Diploma in PE & School Sport & Level 3 Award in Employment Awareness
- Assist in the delivery of high quality PE and sports coaching in Wigan primary schools
- Assist in the delivery of Wigan Athletic Community Trust holiday courses
- Collate and input data on to Wigan Athletic Community Trust online monitoring programme
- Deliver on Wigan Athletic Community Trust community based football events in Wigan including evening and weekend activities

The successful candidate will:

- Hold a GCSE Grade 4 in PE or a Level 2 sport qualification
- Hold a GCSE Grade 4 or above in English and Maths
- Possess excellent written and verbal communication skills

To apply for the position please complete the application form detailing how you meet the criteria for the role. Please return your completed application to **jobs@wiganathletic.com** or by post to HR, Wigan Athletic, DW Stadium, Loire Drive, Wigan, WN5 0UZ.

Closing date: **26th June 2020**

Wigan Athletic Community Trust 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.

The trust is committed to safeguarding all children, young people and adults at risk involved in its activities and events. The trust recognises its responsibility to safeguard the welfare of these vulnerable groups by a commitment to procedures to protect them. The trust expects all staff and volunteers to fully support and promote these commitments.



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Job title	Apprentice PE and Sports Coach	Reports to	Training and Skills Manager
Location	Montrose Skills Hub		
Department	Community Trust		
Job purpose			
To support Wigan Athletic Community Trust in providing high quality PE and sports coaching offered to schools and community groups in Wigan.			
Jobs reporting into the job holder		None	
Key responsibilities and duties			
<ul style="list-style-type: none"> Assist in the delivery of high quality PE and sports coaching in Wigan primary schools Assist in the delivery of Wigan Athletic Community Trust holiday courses Collate and input data on to Wigan Athletic Community Trust online monitoring programme Deliver on Wigan Athletic Community Trust community based football events in Wigan including evening and weekend activities Enrol and successfully complete an NVQ Level 3 Diploma in P E & School Sport & Level 3 Award in Employment Awareness Complete FA Level 1 and 2 in Coaching Football courses along with FA Emergency First Aid and Safeguarding Children To be a flexible member of the Wigan Athletic Community Trust team and when requested assist in the delivery of other projects and activities including evenings and weekends 			
Health and safety			
<ul style="list-style-type: none"> Fully endorse, demonstrate and carry out the group's health and safety policy. Comply with all group 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 work place, and assist if required with the amending of risk assessments periodically. Have a full knowledge of procedures for evacuation with regard to fire. Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury. 			
Safeguarding			
<ul style="list-style-type: none"> The group is committed to safeguarding the welfare of children and young people 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 the group's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding. 			
General			
<ul style="list-style-type: none"> Cooperate fully with colleagues and be flexible when assisting them in response to business needs of the group. 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 above 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. 			
DBS check required		Yes	
Person specification			
	Essential requirements		Desirable requirements
Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 in PE or a Level 2 sport qualification GSCE Grade 4 or above in English and Maths 		<ul style="list-style-type: none"> Level 1 Coaching Award in one or more sports other than football
Experience			<ul style="list-style-type: none"> Experience of coaching sport Knowledge surrounding issues affecting young people and the Wigan Community

Knowledge, skills and qualities	<ul style="list-style-type: none">• Excellent written and verbal communication skills• Hard working and flexible• Reliable and punctual• Self-motivated and the ability to work well within a team	<ul style="list-style-type: none">• Ability to travel to different sites to deliver sessions• Proficient in using Microsoft Office
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I confirm that I have read and agreed to this job description outlining the main duties of my job role.	
Job holder name:	
Signed:	Date: