



OXFORD UNITED IN THE COMMUNITY

REGISTERED CHARITY NO.
1125173

EXTRACURRICULAR CLUBS COACHES

Role Information Pack





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INTRODUCTION:

Oxford United in the Community is the Official Charity of Oxford United Football Club. We operate as a legally separate registered charity which is affiliated to and supported by the Club but which operates independently on a 'not for profit' basis.

We use the power of football and the Oxford United badge to inspire happier, healthier and better-connected communities across Oxfordshire.

Our team values are:

- O – OUTSTANDING in our delivery
- U – UNITED in our approach
- I – INCLUSIVE in our work
- T – TRUSTWORTHY in all of our connections
- C – COMMITTED to ALL in our community

Our work covers four key pillars:



OUR PILLARS



EXTRACURRICULAR CLUB STAFF – JOB DESCRIPTION SUMMARY

Job Title	Extracurricular Club Coaches
Location	Various in Oxfordshire
Salary	£20 per hour
Contract Status	Zero Hours
Reports To	Programme Lead – Primary Schools Lead
Hours of Work	From 3.15pm onwards – 1 hour coaching

ROLE DESCRIPTION AND PURPOSE:

Do you have a passion for coaching, and using sport and physical activity to inspire children to realise and reach their full potential?

Oxford United in the Community are seeking Extracurricular Club staff to cover school clubs around Oxfordshire

The focus of the role is to deliver sessions in our programmes in a safe and inclusive environment, using the power and fun of football to help children have fun and develop new skills.

Sessions are mixed gender and mixed ability, with ages ranging from 5-11

The role will report into programme lead – which is the Primary Schools Lead



MAIN DUTIES AND RESPONSIBILITIES:

- Plan and deliver high quality sessions according to programme syllabus/schedule
- Lead coaching sessions
- Create a fun, inclusive, and safe environment for all participants
- Set up and take down of equipment
- Take registers and ensure children are signed in/out of sessions
- To adhere to safeguarding policies and procedures as outlined by Oxford United in the Community and report any safeguarding or welfare incidents to the appropriate Programme Lead
- Follow instructions and work in accordance with risk assessments
- Communicate any issues or feedback to programme leads
- Liaise with parents/carers, schools, teachers as necessary to deliver the programme
- Always act as an ambassador for Oxford United in the Community, representing the charity in a professional manner
- Demonstrate a positive commitment to promoting diversity, equality, and inclusion and reporting any acts of discrimination.

REQUIRED SKILLS & EXPERIENCE:

Qualification/Skill/Experience	Essential	Desirable
FA Level 1/Introduction to Coaching Football	✓	
FA Level 2/UEFA C		✓
FA Level 1 Safeguarding	✓	
FA Emergency First Aid	✓	
Experience of working with children in a school or sports coaching environment		✓
Excellent communication skills	✓	
Able to plan and deliver sessions according to a programme syllabus/schedule	✓	
Able to lead a session	✓	
Able to follow instructions for example risk assessments	✓	
Ability to drive and access to own vehicle	✓	

WHY APPLY?

This is a sessional/seasonal role with variable hours. The location will be dependent on where the programme is taking place

Benefits include:

- Oxford United kit provided
- Contributory pension scheme
- Coaches CPD events
- Matchday volunteering opportunities at Oxford United home matches
- Opportunity to take on other programme sessions within Oxford United in the Community

HOW TO APPLY:

Please submit your CV and a short covering letter describing how you think your skills and experience are relevant to this role to community@oufc.co.uk. We will be reviewing applications as they are received and may close the post early if we receive a high volume of suitable applicants to interview, so if you are interested in applying, we encourage you to do so as soon as possible.

We aim to host initial interviews with post to start as soon as possible, subject to the application process and required notice period for the successful applicant.

Please note that if you have not heard from us 21 days after submitting then unfortunately your application has not been successful on this occasion.

FURTHER INFORMATION:

Please note that the appointment of the successful candidate will be subject to standard pre-employment screening, as applicable to the post. Due to the nature of this role this will include right-to-work, proof of identity, enhanced Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the Charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The Charity's Policy on Data Protection is available on request.

Entry into employment with the Charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.



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REGISTERED OFFICE:

OXFORD UNITED IN THE COMMUNITY
KASSAM STADIUM
GRENOBLE ROAD
OXFORD
OX4 4XP

COMPANY REGISTRATION NUMBER:

06621199 (ENGLAND AND WALES)

CHARITY REFERENCE NUMBER:

1125173

FURTHER INFORMATION:

WEBSITE: WWW.OUITC.ORG

GENERAL ENQUIRIES: COMMUNITY@OUFC.CO.UK

TELEPHONE: 01865 337 515

