



**WEBSITE:**

[www.thenewcroft.co.uk](http://www.thenewcroft.co.uk)

**TELEPHONE:** 01440  
701237

**ADDRESS:**

The New Croft,  
Chalkstone Way,  
Haverhill,  
Suffolk  
CB9 0BW

## **Job Description**

**Title: Community Coach (inc Facility Management & Marketing Training)** – Level 4 Higher Apprenticeship

**Salary:** Apprenticeship National Wage

**Hours:** 30 hours per week (Please note weekend work may be required)

**Working Location:** The New Croft, Chalkstone Way, Haverhill, CB9 0BW

**Line Manager:** Football Development Manager

**Purpose of post:** To play a key role in supporting the delivery of health & wellbeing initiatives across the local community. The post will also support the day-to-day operations of The New Croft facility and support the marketing & communications department.

### **Role Objectives:**

- To support efficient day-to-day operations at The New Croft facility.
- To support and lead in providing excellent sporting facilities, therefore increasing physical activity on The New Croft site.
- To support the delivery of health and wellbeing initiatives within our local community
- To form and grow new community health and wellbeing activities within the local area, with a focus on working with people with disabilities, ethnic minority groups and reducing anti-social behavior.
- To work closely with our Football Development Manager to support the delivery of our community development plan.
- To support the delivery of our marketing plan which includes our website and social media platforms.
- To maintain high standards of upkeep at The New Croft wider facilities.
- To be a positive team member, bringing creative and innovative ideas to a forward-thinking team.
- To always work safely, efficiently, and effectively.
- To work with key partners both locally and regionally.

## **Person Specification**

### **Key Skills and Experience Required - Mandatory**

- Level 4 or higher In Mathematics and English.
- A passion, knowledge and understanding of the sports industry
- A passion for coaching and providing opportunities
- Excellent communication skills - written and verbal.
- Excellent customer service skills.
- To have a positive attitude.
- Proficient organization and planning skills.
- Ability to play a key role as a part of a team and can demonstrate individual initiative.

### **Key Skills and Experience Required - Desirable**

- A passion, knowledge and understanding of sports, leisure, and community facilities.
- A passion, knowledge and understanding of the importance of health and wellbeing activities being delivered.
- A good knowledge of the work and role of the Haverhill Community Sports Association (HCSA) and The New Croft Foundation
- A good understanding of sport and the importance of health and wellbeing activities.

If you feel you demonstrate the necessary skills and attributes required to fulfil the criteria for the vacancy, we will welcome your application.

Should you wish to apply, please email your CV with a covering letter explaining why you are suitable for this role to [peterbetts@thenewcroft.co.uk](mailto:peterbetts@thenewcroft.co.uk) by 9am on Monday 4<sup>th</sup> March 2024.

Successful applicants will be contacted via phone or email by Friday 8<sup>th</sup> March 2024. Should you not receive any correspondence from us on this date, this will mean that unfortunately you have not been selected for interview.

If you have any questions regarding the role, please email [peterbetts@thenewcroft.co.uk](mailto:peterbetts@thenewcroft.co.uk) or phone 07539 229114.