



## Job Description – Premier League Kicks Co-ordinator

**Reports To:** Director of Delivery, CPD and Quality Assurance

**Organisation:** Carlisle United FC Community Sports Trust.

**Date:** June 2025

**Salary:** 26-27k

**Hours:** 40hrs      Tuesday - Friday (10am-8pm) School Term  
Monday – Friday (9am-5pm) School Holidays

### Job description

Carlisle United Community Sports Trust is an independent charity affiliated to Carlisle United Football Club and this role reports directly to the Inclusion Co-ordinator.

Our Community Trust is organised around 4 main themes; Education, Health, Inclusion & Sport. Through all these areas we have one clear message in which we “Inspire people to participate, develop and achieve their goals through the power of sport”.

At Carlisle United Community Sports Trust, we believe that every child and young person should have the equal opportunity to be safe, lead a healthy life and be able to thrive and achieve their full potential.

This exciting role will support our organisation’s ambitions for children and young people and the successful candidate will be working within the local community (with predominantly under 18s) of Carlisle to deliver football, sports and youth engagement provision. The post holder will support a comprehensive, varied, fun football, sports and engagement timetable targeting a variety of age groups. The postholder will be the responsible for the Premier League Kicks programme and its KPI’s.

The role requires an individual with experience working in a community sports/youth club setting and a good knowledge of the type of young people targeted. There will be an element of mentoring and developing casual and part-time coaches to effectively engage and enthuse young people taking part in our Kicks sessions.

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<p><b>3. Duties and Responsibilities</b></p>	<p>To be responsible for the following:</p> <ul style="list-style-type: none"> <li>• To ensure the Premier League Kicks sessions are of the highest quality – being engaging, well-structured/planned and presenting opportunities to the participants taking part (such as qualifications, competitions, informal education etc).</li> <li>• To attend all Premier League Kicks national and regional strategic meetings (physical and virtual)</li> <li>• To complete all Premier League Kicks monitoring reports and report on progress against KPIs</li> <li>• Build a positive relationship with the Premier League's Kicks Project Manager</li> <li>• Ensure the participant data captured is of a sufficient standard and meets the expectations of the Premier League.</li> <li>• To support the development and delivery of a varied timetable of sports and engagement provision/opportunities across Carlisle.</li> <li>• To support the monitoring and evaluation of the project by capturing and analysing data and compiling reports for the funders.</li> <li>• Support with planning and delivering quality holiday provision covering wide areas of Carlisle and its surrounding areas.</li> <li>• Be prepared to undertake sport/engagement delivery to support CUFC CST delivery activities</li> <li>• To support and mentor a team of casual and part-time coaches to ensure they are continuously developing.</li> <li>• To work out key logistics to allow staff to run sessions. e.g. provide registers, kitbags, keys to staff delivering evening sessions.</li> <li>• Support the organising and delivering of social action projects locally.</li> <li>• To liaise directly with key CUFC CST staff who sub-contract/deliver projects across the local area.</li> </ul>
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		<ul style="list-style-type: none"><li>To offer support to help the timetable develop to provide innovative provision.</li><li>To help embed a positive culture across all delivery.</li><li>Support the management of all sports facilities and equipment usage across the trust.</li><li>Market the football club to these communities.</li></ul> <p>To monitor and evaluate your own delivery and support/monitor other casual staff to ensure they do the same.</p>
4.	General	<ul style="list-style-type: none"><li>To always, represent Carlisle United FC and Carlisle United Community Sports Trust in a professional manner regarding dress, presentation, personal hygiene, attitude, conduct and professionalism.</li><li>To be able to work flexible and unsociable hours where the role of the job requires including some weekend work on matchdays when required.</li></ul>
5. Person Specification		
	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"><li>An understanding of how to use the power of football to engage, enthuse and provide opportunities to young people.</li><li>Knowledge around high quality coaching and how to deliver outstanding community football/sports sessions.</li><li>Creating and delivering a variety of sports/youth sessions in a community setting, often with disaffected hard-to-reach young people.</li></ul>	<ul style="list-style-type: none"><li>Experience of working within a football club and / or CCO.</li><li>Activity programme development.</li><li>Safeguarding and risk management experience.</li></ul>

	<ul style="list-style-type: none"> <li>• Experience supporting or developing a programme of activities. Ideally with experience of arranging fixtures/tournaments or other competitions.</li> <li>• Experience working with similar demographics to the people of Carlisle.</li> <li>• An in-depth knowledge of sport/youth work including innovative ways of engaging children and young people.</li> <li>• Understanding of local geographical demographics, inter-faith relations and the barriers and/or challenges minority groups face in our society.</li> <li>• Understanding of youth work values and principles and how these are implemented into practice.</li> <li>• Actively keeps up to date with Children and Young people policy and best practice.</li> <li>• Understanding of the issues that impact on the lives of young people.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Knowledge and understanding of Working Together to Safeguard Children &amp; Young People.</li> <li>• Ability to work in accordance with national, local and organisational Child Protection and Safeguarding policies and procedures.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Must have relevant experience of working with children/young adults (8-19). This will include youth work, coaching, teaching or mentoring within a young adult environment.</li> <li>• Must have a 'can do' attitude.</li> <li>• Must be proactive.</li> <li>• Strong interpersonal skills with the ability to communicate effectively both orally and in writing.</li> <li>• To have a pleasant and approachable demeanour.</li> <li>• The ability to work with the minimum of supervision.</li> <li>• Ability to adhere to and maintain effective relationships with young people, parents, carers and</li> </ul>	<ul style="list-style-type: none"> <li>• Strong IT skills including MS Word, Excel and PowerPoint.</li> <li>• Experience of working with young people with SEND.</li> <li>• Working within partnership and multi-agency programmes.</li> <li>• Experience of promoting and recruiting participants onto programmes/activities.</li> <li>• Working within a professional football club environment.</li> <li>• Experience of recruiting and working with volunteers.</li> <li>• Practical experience of managing information operating systems including monitoring, evaluation and quality assurance frameworks.</li> <li>• Management of staff, conducting appraisals and mentoring.</li> </ul>

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	<p>other colleagues within appropriate professional boundaries.</p> <ul style="list-style-type: none"> <li>• The ability to work as part of a team, demonstrating a willingness and ability to perform all functions required of team members.</li> <li>• Excellent people skills with the ability to motivate and inspire individuals and organisations.</li> <li>• Excellent verbal and non-verbal communication skills.</li> <li>• Organisation of programme files/documents, meeting deadlines and meeting KPI's.</li> <li>• Due to the varied target audiences across the role the successful candidate must have excellent listening skills and be able to signpost those that require additional support.</li> <li>• Problem solving and adaptability are essential due to the varied nature of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Computer skills including the ability to operate numerous programmes.</li> <li>• Understanding of Salesforce and Views/Substance</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A 1st4Sport Level 2 Coaching and/or Youth Work Level 2 Qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or equivalent level qualification.</li> </ul> <p>Acceptance to complete mandatory training,</p>

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	<ul style="list-style-type: none"><li>• To hold a valid UK driving license.</li><li>• Completion of mandatory safeguarding training through education or employment.</li></ul>	there may be conditions attached to these training courses. (To be discussed at interview)
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## **Other Responsibilities**

### **Health and Safety**

The post holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures.

### **Diversity**

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for everyone.

### **Other Duties**

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

### **How to Apply:**

E-mail Application form to the Director of Delivery, CPD and Quality Assurance

(Carl Carr): [Carl.Carr@carlisleunitedcst.co.uk](mailto:Carl.Carr@carlisleunitedcst.co.uk) by Monday 23 June.

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