

Football Coordinator

A Football Coordinator lies at the heart of our football programme, delivered in partnership with Tottenham Hotspur FC. The role requires an organised and enthusiastic individual to lead and guide students through the programme.

This job description summarises the purpose of the job and lists its key duties. It is not a definitive list of all the tasks to be undertaken as those can vary from time to time at the discretion of the Centre Manager



Our students travel from across the world to attend our programmes. Typically, students will receive 15 hours English language tuition per week supplemented with a comprehensive programme of activities and excursions. Our activity programme consist of both daytime and evening activities as well as half-day and full-day excursions to attractions and places of cultural interest.

YOU NEED TO BE

- Eligible to work in the UK
- 18 years old and over

YOU MUST HAVE

- Experience working with children and/or teenagers in a formal or informal setting
- Excellent communication skills between various stakeholders
- Strong organisational skills with a proactive approach to planning
- A flexible approach to your work, along with the ability to cope with changing priorities
- A drive to contribute to the team's success
- The ability to deliver high levels of professional conduct
- Demonstrate respect for equal opportunities and respect for race and diversity
- Native or near native English skills

IT WOULD BE GREAT IF YOU HAVE

- A valid First Aid qualification and/or lifeguarding certificate
- Experience working in a residential setting
- An interest in football

OTHER INFORMATION:

Our football programme caters for children and teenagers, aged between 12 and 16 years old. You will report directly to the Senior Staff team (Centre Manager, Welfare Manager and Activity Manager) throughout your employment.

You will be working with representatives from Tottenham Hotspur FC you will need to keep them informed as well as maintaining a professional manner.



ORGANISATIONAL DUTIES

- You will be the first point of contact for the students, helping them settle into life in the UK
- Organise the welfare, logistics and general administration of the programme
- Support the organisation of accommodation with direction from the Welfare or Centre Manager
- To be aware of and ensure that all student records are completed and maintained, informing the Activity Manager and Tottenham Hotspur FC of any relevant information
- Lead students on excursions and support the delivery of on-site activities
- Complete all necessary paperwork accurately and in a timely manner



EXCURSIONS & ACTIVITIES

- You will guide students on cultural excursions to major cities in the UK
- Under the guidance of the Activity Manager, you will create, plan and deliver a variety of on-site activities
- You will be given the chance to be creative, bringing new ideas you have and implementing these into the Activity Programme



STUDENT WELFARE

- Every member of staff must read and comply with Oxford International Juniors Programmes' Child Safeguarding policy at all times
- You will supervise students during meal times and free time, creating a fun yet safe environment
- The undertaking of accommodation supervision in the morning and evenings will also be necessary



OTHER DUTIES

- Represent the company in a reputable and professional manner at all times
- Respond to emergencies whenever necessary
- Maintain suitable levels of student discipline, safety and welfare
- Always encourage students to use English
- Carry out and/or consult risk assessments whenever required
- Attend the company's staff training weekend (where applicable)
- Attend all induction days prior to the students arriving
- Attend all staff briefings and take part in all necessary health and safety training
- Commit to being a positive role model through your employment
- Carry out all other reasonable tasks



A DAY IN THE LIFE OF AN FOOTBALL COORDINATOR

This will give you a taste of what duties you undertake as an Football Coordinator

- 8:00** I wake the students up, get them organised and head over for breakfast
- 8:30** Over breakfast I tell them about the morning excursion to Westminster, briefing them on what we will be doing, times and the importance of staying together!
- 9:00 - 12:45** We head off to Westminster on the train, the tickets are organised by the Activity Manager. I have my notes ready to inform them of the major sites they will be seeing. I check that all students are accounted for and head off into London.
- 13:00** We're back at the centre and it is straight into lunch. The students have a full afternoon of football so I make sure they eat well to keep them going
- 13:45** The afternoon is spent with coaches from Tottenham Hotspur FC. The coaches take the sessions but I am present watching the sessions, making sure the students are happy and supporting the coaches if needed
- 17:30** Once the football sessions are completed, it is back to the dining hall for dinner. The students will be taking part in the organised evening activities. I will make sure they are there on time and have everything they need
- 18:30** Whilst the students are taking part in the activities I take this time to complete some paperwork, which can involve planning for the departures and new arrivals and organising the accommodation for the students, I periodically check in on the evening activities to make sure the students are happy
- 20:00** My day is now over - I wait for the students to arrive back from the evening activities just to make sure everyone is settled. I take this time to answer any questions they have and that they have everything ready for tomorrow

Legal Information

Oxford International Junior Programmes is committed to safeguarding and promoting the welfare of children. As such, all successful applicants will: be asked to explain any work and/or educational history gaps; undergo an Enhanced DBS Disclosure or overseas equivalent; provide details of 2 referees that can objectively comment on your suitability to work with children; show evidence of entitlement to work in the UK.



PAY INFORMATION

As a Football Coordinator, you will earn £390 per week plus 12.07% accrued holiday pay. (£390 + £47.07 (12.07% holiday pay) = £437.07 per week)

You will work up to 44 hours per week, on average, with evening and weekend work being required. You are entitled to one day off per week (this can be taken at your discretion). You may be required to work in excess of 48 hours per week, therefore you will be required to opt-out of the 48 hour Working Time Directive.



WHY OXFORD INTERNATIONAL JUNIORS?

We are a highly respected organisation, being named winner of the 2018/2019 Educational Tour Operator of the Year by iStudy Guide.

With over 25 years' experience, employing thousands of seasonal staff, we know how to provide you with a rewarding and meaningful workplace experience.

We will provide you with a professional and fun platform to develop your experiences working with children and teenagers.

Our values drive what we do - we care not just about our students, but our staff too.

OUR CORE VALUES

At Oxford International Education Group, we pride ourselves on our Core Values. They define who we are, how we work and guide how we act with each other.



We build relationships through trust, honesty and respect



We put our students and their goals at the heart of everything we do



We love what we do and strive for excellence



We are not afraid to be different and we celebrate innovation



...and we believe a smile goes a long way

Contact us

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