



MANSFIELD TOWN
COMMUNITY TRUST



APPLICATION PACK

Holiday Club Coach (Casual)

1. JOB SPECIFICATION



Job Title	Holiday Club Coach (Casual)
Employer	Mansfield Town Community Trust (MTCT)
Reporting to	Head of Delivery
Direct Reports	None
Hours	Casual - During School Holidays
Contract	Casual
Location	Mansfield Town Community Trust Offices & community venues across Nottinghamshire
Salary	National Living Wage
Closing Date	Sunday 5th July 2026 5pm
Interview	TBC
Start Date	Week commencing 27th July 2026

2. JOB PURPOSE



MANSFIELD TOWN
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As a Holiday Club Coach, you will support the delivery of Mansfield Town Community Trust holiday club provision during school holiday periods.

You will deliver engaging, inclusive and enjoyable activities that support the development, wellbeing and enjoyment of children aged 5–13 years.



3. KEY RESPONSIBILITIES



- Deliver engaging, inclusive and enjoyable holiday club activities.
- Support the planning and preparation of daily activity programmes.
- Deliver sports, enrichment and creative activities.
- Ensure the safety, wellbeing and positive engagement of all participants.
- Adapt activities to support participants with additional needs and varying abilities.
- Promote positive behaviour and act as a role model.
- Assist with the setup, organisation and storage of equipment and resources.
- Ensure Trust equipment and resources are maintained appropriately.
- Follow safeguarding, health and safety and risk management procedures.
- Report safeguarding concerns, incidents and accidents to the appropriate line manager.
- Support the promotion of Mansfield Town Community Trust programmes where appropriate.

4. GENERAL RESPONSIBILITIES



- Work cooperatively with colleagues to promote a positive work environment.
- Maintain open communication across the Trust.
- Follow all Trust policies and procedures.
- Promote health and safety practices.
- Maintain tidy and safe workspaces.
- Uphold MTCT safeguarding requirements.
- Promote the Trust's values and mission.
- Attend training and development opportunities as required.
- Act as a positive ambassador for Mansfield Town Community Trust.



5. PERSON SPECIFICATION



QUALIFICATION, SKILLS, EXPERIENCE AND KNOWLEDGE

Essential	Desirable
FA Emergency First Aid	Experience working with children and young people
FA Safeguarding for All	Football, multi-sport or childcare qualification
Ability to communicate effectively with children, young people, parents/carers and colleagues.	Full UK Driving Licence
Understanding of safeguarding responsibilities when working with children.	
Ability to adapt activities to suit different ages, abilities and needs.	
Ability to work effectively within a team environment.	
Willingness to learn, develop and progress within a coaching and community setting	
Enhanced DBS Check Required?	Yes

PERSONAL VALUES

- Committed to personal and professional development.
- Punctual, reliable and professional.
- Positive and enthusiastic approach to work.

- Inspiring role model for children and young people.
- Works effectively and positively with others.
- Organised, adaptable and self-motivated.

6. MTCT MISSION, VISION & VALUES



Mission

Mansfield Town Community Trust aims to create positive, lasting change for individuals and communities by delivering high quality programmes that inspire, support and empower people across Mansfield, Ashfield, Gedling and Newark & Sherwood. Through sport, education, health and community engagement, we promote inclusion, reduce inequalities and help people of all ages and backgrounds reach their full potential.

Vision

Mansfield Town Community Trust aims to create positive, lasting change for individuals and communities by delivering high quality programmes that inspire, support and empower people across Mansfield, Ashfield, Gedling and Newark & Sherwood. Through sport, education, health and community engagement, we promote inclusion, reduce inequalities and help people of all ages and backgrounds reach their full potential.

Our Core Values

- To become a highly impactful and trusted organisation
- Promote physical and mental wellbeing through our work
- Make a positive difference to those in our communities
- Provide unique experiences connected to Mansfield Town FC



7. HOW TO APPLY



We are keen to understand your potential, motivation and thinking - not just your CV.

To apply, please complete the [online application form](#) and [Equality & Diversity Monitoring Form](#)

Closing date: 5pm on Sunday 5th July 2026

Shortlisted candidates will be invited to interview

If you'd like an informal chat about the role, get in touch with Macauley Short Head of Delivery at macauley.short@mansfieldtownct.net

MANSFIELD TOWN COMMUNITY TRUST

Job Description reviewed and modified by:	Ricky Stevenson
Date Job Description reviewed and modified:	17/06/2026
Job Description Authorised by:	Ricky Stevenson





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COMMUNITY TRUST

APPLICATION PACK

THANK YOU FOR TAKING THE TIME TO READ THROUGH OUR APPLICATION
PACK. FOR MORE INFORMATION ABOUT THE TRUST, OUR PROGRAMMES, AND
THE IMPACT WE MAKE ACROSS OUR COMMUNITIES, PLEASE VISIT
WWW.MANSFIELDTOWNCT.NET OR CALL US ON +44 7719 203130