



Job Description

Workforce, Skills & Apprenticeship Lead

Can you help Coach Core support more disadvantaged young people into jobs and onto a career pathway that is right for them?





At Coach Core, we believe in the power of diverse perspectives.

If you come from a different industry or sector, or have unique lived experiences, we strongly encourage you to apply. We value fresh insights, innovative thinking, and a passion for our mission.

Even if you don't meet every requirement, we welcome applications from those eager to learn, grow, and make an impact.

About us

Coach Core Foundation is an education and employment charity dedicated to creating life-changing opportunities for under-represented young people through inclusive sports apprenticeships. We break down barriers, helping young people re-engage with education, build careers, and make a lasting impact in their communities.

Since 2012, we have:

- Supported over 1,000 apprentices,
- Partnered with 230+ national and local employers
- Our apprentices have delivered over 1 million coaching sessions reaching more than 13 million participants

Our award-winning approach not only helps young people gain skills, confidence, and qualifications, but also strengthens the organisations we work with—diversifying their workforce, growing their impact, and developing future leaders.



Project 1500

We recently launched Project 1500, our new strategy, to expand our impact. By 2027, we are committed to:

- Enable greater accessibility – ensuring our apprenticeships are available to all young people, especially those most at risk of marginalisation, and to employers of all sizes.
- Enhance our offer – strengthening our support, education, and progression pathways to provide the best possible experience for apprentices and employers.
- Advocate and influence – amplifying the voices of our apprentices and employer partners to shape and improve apprenticeship provision in the UK.
- Elevate our evidence – becoming the go-to source for insight and advocacy on youth employment, the power of sport, and sector-wide diversity and inclusion.
- Remain insight-led – embedding continuous learning into everything we do, using monitoring and evaluation to refine and improve our impact.
- Gain more supporters – inspiring more people and organisations to back Coach Core, ensuring we can continue improving young people's lives through sport and employment.

We are looking for passionate individuals to join our team and help us drive this mission forward.



About the role

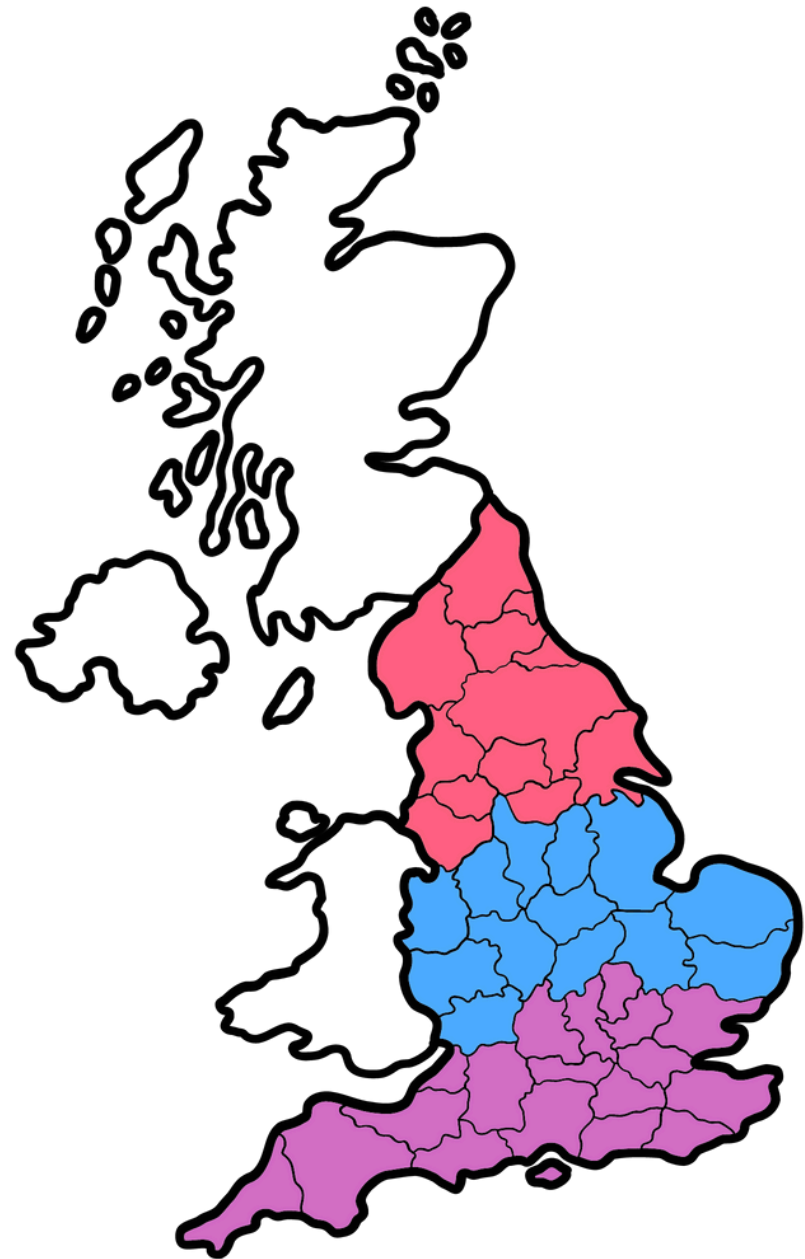
The Team

We are currently recruiting for a Workforce, Skills & Apprenticeship Lead to oversee our national programmes. This role will lead partnerships with key organisations such as UK Sport, England Boxing, England Hockey, and David Lloyd, ensuring high-quality apprenticeship and workforce development initiatives.

Locations

- **North** (in post) – Covers North East, North West, and Yorkshire & Humberside.
- **Midlands** (in post) – Covers East & West Midlands and East of England.
- **South** (in post) – Covers London, South East, and South West.
- National (vacant – this role) – Leads national programmes and strategic partnerships

Workforce, Skills & Apprenticeship Leads may also be asked to support our work across the UK, including Wales, Scotland, and Northern Ireland.



About the role

The Workforce, Skills & Apprenticeship Lead will play a key role in expanding Coach Core's national programmes, working with partners such as UK Sport, England Boxing, England Hockey, and David Lloyd.

Key Responsibilities:

- **Develop a pipeline of employers and young people** – Build strong relationships with national employers, training providers, and community organisations to ensure a steady flow of apprenticeship opportunities.
- **Lead national apprenticeship programmes** – Work with employers and partners to create high-quality, inclusive apprenticeships that meet workforce needs.
- **Shape national skills plans** – Collaborate with CIMSPA, Sport England, and key stakeholders to ensure Coach Core's work aligns with national workforce development strategies.
- **Increase young people's access to opportunities** – Engage charities, community groups, and local networks to increase recruitment from underrepresented backgrounds.
- **Support employers and apprentices** – Provide guidance, training, and mentorship to ensure successful apprentice placements and long-term career progression.
- **Represent Coach Core at events and forums** – Attend conferences, industry events, and stakeholder meetings to promote apprenticeships in sport and physical activity.
- **Gather and use insights to improve our impact** – Collect feedback from employers, apprentices, and partners to ensure our programmes continue to evolve and remain effective.

This role will lead on national programme partnerships and strategy, ensuring that Coach Core is at the forefront of apprenticeship and workforce development in sport.



Contract & Funding

This role is part-funded by a UK Sport grant, supporting our work for the next four years. While funding runs until March 2029, we are initially offering a two-year fixed-term contract from the start date to provide flexibility for both the organisation and the post-holder. There is potential to extend this role until March 2029, subject to organisational needs.

At Coach Core, we have a strong track record of recognising talent and retaining staff. Our current Workforce, Skills & Apprenticeship Leads started on fixed-term contracts and were made permanent ahead of schedule, demonstrating our commitment to long-term workforce development whenever possible.

- **Hours:** 37.5 hours per week
- **Location:** This role can be based anywhere in the UK, but regular national travel will be required. 'Hot desking' arrangements are available when needed.
- **Contract:** Two-year fixed-term contract from the start date, with the possibility of extension until March 2029.
- **Salary:** Starting at £30,000 per year, with opportunities to increase within the salary band annually based on performance.
- **Additional Development:** A fully funded higher-level apprenticeship may be available if appropriate.





About you

We're looking for someone who is passionate about sport, employment, and helping young people succeed.

Essential Skills & Experience

- **Strong relationship-building skills** – Ability to connect with young people, employers, and partners, building trust and long-term relationships.
- **Understanding of workforce development** – Experience in youth employment, skills training, sport for social change, coaching, or another relevant field.
- **Stakeholder management experience** – Confidence in influencing, reporting, and leading conversations with senior partners.
- **Organisational & project management skills** – Ability to manage multiple priorities, plan strategically, and meet deadlines.
- **Digital proficiency** – Comfortable using technology for reporting, relationship management, and virtual engagement.

Desirable

- **Lived experience** of overcoming barriers to employment, education, or sport.
- **UK driving licence** and access to a vehicle (preferred but not essential).

Benefits package

- Competitive salary with a clear salary scale for progression available.
- 4% matched employer pension scheme.
- Flexible working
- 25 days holiday (plus UK statutory/bank holidays).
- Expenses paid for any UK travel for CCF purposes.
- Death in service cover and employment insurance as standard.
- CPD budget and a commitment to aid your development and ambitions whenever possible.





What staff say

100% of staff agree or strongly agree that:

- *they are proud to work for Coach Core*
- *Coach Core cares about its employees*
- *they would recommend Coach Core as a great place to work!*

“

I have only worked for CCF for a very short time but so far everyone has been incredibly friendly, supportive and welcoming. It is a lovely environment to work in where employees are trusted to manage their own time and work towards goals rather than a pressure environment. I could not feel happier having taken this role and am really excited to get stuck into some bigger projects going forward.

How to apply

CLOSING DATE: 10:00 Monday 7th April 2025

At Coach Core, we want to make the application process as flexible and accessible as possible. We understand that everyone showcases their skills and experience differently, so we welcome applications in a format that works best for you.

Step 1: Submit your application

Employment history – You can submit one of the following:

- A traditional CV
- A link to your LinkedIn profile
- Another format that outlines your work history and experience

Tell us about yourself – choose the format that best showcases your passion and suitability for the role:

- A cover letter (written document)
- A video (5-10 minutes)
- A voice recording (5-10 minutes)

Send your application to info@coachcore.org.uk with the subject: "Workforce, Skills & Apprenticeship Lead Applicant".

When applying, please also fill in [our anonymous EDI monitoring form](#). This helps us to ensure fair hiring practices, meet legal obligations and promote a diverse workforce.

Safeguarding and equality statement:

Coach Core is committed to safeguarding the welfare of our apprentices, their employers, our partners, and the communities in which each of these operate. Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory Enhanced DBS Check (with children's barred list check) and references.

We take an open and equitable approach to recruitment, seeking to attract candidates with the right skills and experiences over anything else. A copy of our equality and diversity, and safeguarding policies are available on request.

Next Steps

Initial conversation with our hiring team (early April)

- If we are considering taking you to the next stage, we will invite you to an informal call to learn more about you and explore your application in more detail. This is also an opportunity for you to ask any questions about the role and the organisation.
- This can be a digital meeting or over the phone, whichever works best for you. The conversation will last approximately 30 minutes.

Assessment day (23rd or 29th April)

- A chance to meet the team, engage in real-life scenarios, and present your vision of the role
- An interactive session with our team, employers, and young people.
- Likely in Central London or Birmingham.

Final 1:1 interview (end of April)

- A deep dive into your experience, skills, and alignment with our mission

Timelines

- Application Deadline: 10:00 Monday 7th April 2025
- Interview Process: Throughout April
- Final Decision: End of April

We are committed to an inclusive and supportive recruitment process—if you need any adjustments or have any accessibility requirements, just let us know. We look forward to hearing from you!





COACH CORE FOUNDATION

A Charitable Incorporated Organisation registered in England, Scotland, Wales and Northern Ireland.
Registered Charity, number 1186782

Chief Executive Officer: Gary Laybourne

Chairman: Edward Wray

Trustees: Khaled Amin, Huw Edwards, Sian Hill, Stephen Mitchell, Haydn Morgan, Phil Newman, Athos Rushovich, Andrew Thomas, Eboni Usoro Brown

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