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## Job Description

# Workforce, Skills & Apprenticeship Lead

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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 1,100 apprentices,
- Partnered with 300+ 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, Matchroom and GLL, ensuring high-quality apprenticeship and workforce development initiatives.

## Locations

- **North East** (in post) – Covers North East, and Yorkshire & Humberside.
- **North West** (in post)- Covers North West, and North Wales
- **Midlands** (in post) – Covers East & West Midlands and East of England.
- **South** (in post) – Covers London, South East, and South West.
- **National** (this role) – Covers 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, UK Sport, England Boxing, Matchroom and GLL.

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 UK Sport, 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.





# Job details

This role has been created as the number of Coach Core programmes delivered nationally has continued to grow. As part of this growth, we are evolving what was previously smaller partners in to national organisations, helping us to deepen our work we already operate by providing increased support to young people, employers, and partners across the UK as well as enabling continued growth

- **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:** Permanent
- **Salary:** Starting from £31,333 per year, dependent on experience, with opportunities for progression within the £24,000 to £36,000 salary band. The salary band is currently under review ahead of the 2027/28 financial year
- **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

## Annual Leave and Flexibility

- 25 days annual leave, plus UK bank holidays
- Additional birthday day off each year
- Option to buy or sell up to 5 days annual leave annually
- Opportunity to carry over up to 5 days annual leave (subject to approval)
- Religious and cultural bank holiday swap scheme, allowing employees to work Easter bank holidays and instead take time off for religious or cultural observance days important to them
- Flexible and hybrid working arrangements across home, office, and delivery locations
- A trust-based culture focused on outcomes, flexibility, and work life balance
- Potential opportunity to apply for short-term working abroad arrangements, subject to policy and approval

## Health and Wellbeing

- Access to GP24 virtual GP services, available 24/7 worldwide
- Access to wellbeing and health support tools, including fitness and wellbeing apps
- A strong organisational focus on staff wellbeing and active lifestyles
- Access to high-quality office facilities at 3 More London, including showers and secure bike storage to support active travel

## Financial Security

- 4% employer pension contribution through NEST
- Death in service cover of 6x salary through MetLife
- Access to funeral planning guidance and additional family support services through MetLife

## Travel and Equipment

- Reimbursement of reasonable business travel expenses
- Support towards railcards where there is a clear business benefit
- Laptop and mobile phone provided to support your role
- Additional IT equipment provided where appropriate to support flexible and remote working

## Learning and Development

- Ongoing CPD and professional development opportunities
- Opportunities to undertake funded apprenticeships and qualifications from Level 3 through to Level 6
- Support for career progression and development within Coach Core and the wider sport, physical activity, and youth employment sectors

## Working Environment and Culture

- Access to collaborative office and hot desking spaces when needed
- Opportunity to work within a values-led organisation focused on improving outcomes for young people through sport, apprenticeships, and employment
- A supportive and collaborative team culture with opportunities to contribute to projects, partnerships, and sector-wide work beyond your immediate role



## 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*
- *believe in the organisation's vision and mission*

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*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 5<sup>th</sup> October 2026

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](mailto: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

## **Assessment Day, in person (12th October 2026) - Please hold this date in your diary if applying**

A chance for you to get to know Coach Core, and for us to get to know you better. This day will include a mixture of activities, conversations, and tasks linked to the role, giving you the opportunity to meet members of the team and learn more about our work with employers and young people.

The assessment day is designed to be interactive and supportive, helping us explore not only your experience and skills, but also how you may fit within the culture and values of the charity. This will take place in London

## **Final 1:1 Online Interview (if required) – Week Commencing 19th October 2026**

For some candidates, we may hold a short final online interview following the assessment day.

This would provide an opportunity to explore your experience in more depth and discuss your fit with the role and wider organisation.

Please note, we may appoint directly following the assessment day if appropriate.

### **Timelines**

- Application Deadline: 10:00am, Monday 5th October 2026
- Assessment Day: Monday 12th October 2026
- Final Online Interviews (if required): Week commencing 19th October 2026
- Final Decision: Week commencing 19th October 2026

We are committed to delivering an inclusive and supportive recruitment process. If you require any adjustments or have accessibility requirements at any stage, please 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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