



# HOW TO – Build Your assistant coaching team

Building a team of high-quality, committed superstar coaches to support your experiences will be key to your success as a Football Fun Factory Head Coach. This guide covers the following areas to support you in building your team:

- Self-Employed Coaches
- Coaches Agreement
- Safeguarding
- Commitment
- Quality
- Recruitment
- Your Pool of Coaches
- Support Available to you

## **Self-Employed Coaches**

Within the outlined business plan for your FFF Community you are the only full-time employee. All other coaches that help deliver your programmes and experiences will be subcontractors who will work for you on a self-employed basis. If they are not already, your superstar coaches must be registered as self-employed and sign the 'Football Fun Factory Coaches Agreement' before they commence working with you. As a result they will be responsible for their own taxes and National Insurance, as outlined in the agreement.

## **Coaches Agreement**

You can access the template 'Self Employed Coaches Agreement' via the Head Coach Community. Your coaches will need to sign this agreement prior to starting coaching with you.

## **Commitment**

There are many benefits to having self-employed coaches which include avoiding the need to make National Insurance and pension contributions. For the franchisee, being the only employee means that the business model is lean and profit margin is high due to the limited staff costs. However, the flip side of not having contracted staff is that it can result in a lack of commitment, if you do not select the right candidates. Self-employed coaches can effectively decide not to coach at any time. Effective recruitment is therefore key to ensure that your coaching team are fully committed to you and your experiences..

There are a number of other things that you can do to positively influence the commitment levels of your coaching team:

1. Ensure that they complete the Assistant Coach training via the Assistant Coach Community.
2. Talk to them about progression and future opportunities, which may include taking on their own FFF Community as a Head Coach (franchisee).
3. Champion them across your social media channels to make them feel a real part of your programme and community.
5. Pay them straight away upon receipt of their invoice. There is no need to delay as you have already received the fees for the experiences they have helped you deliver.

## **Quality**

Whilst we have some incredible experiences, it's the superstar coaches that bring them to life. Therefore recruiting a fantastic team of coaches will be key to the success of your FFF community.

## **Your Pool of Coaches**

It is advisable to have a pool of coaches much larger than the number of coaches you need at anyone time. Should a coach let you down at any point you may then have back up options to cover sessions.

## **Recruitment**

When you first begin your Football Fun Factory Community you may already have some contacts who may be suitable to assist your delivery. If you need to recruit new coaches the following methods can be used:

- Indeed – You can post job advert online for free\*
- Social Media – You can advertise coaching opportunities on your social platforms
- Website – The FFF website will have incoming enquires about coaching opportunities that will be passed to you from time to time if the person lives in your community

When assessing a person's suitability for the role it is vital that you see them coach. Your next step should be to put them in touch with the FFF Designated Safeguarding Lead who will organise their FFF DBS and check their certification status for FA Safeguarding and First Aid.

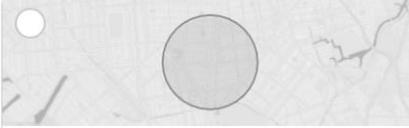
## **\*Continuous Indeed Advert**

As your franchise grows and develops you may need to add to your superstar coaching team. It is therefore recommended that you have a continuous job advert on Indeed so that you have a constant flow of applicants. Please follow these steps to create your advert:

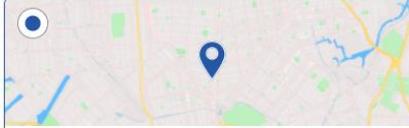
- Go to - <https://employers.indeed.com/>
- Create an account and click 'Post a Job', top right of your screen.

Follow the information in the screenshots below to create your job advert:

**How do you want your location displayed to job seekers?**



**Hide street address**  
Job seekers will see a map with a highlighted radius.



**Show street address**  
Job seekers will see a map with a location pin.

**Enter a street address \***

We'll share your street address with job seekers to help them calculate their commute.

**Town/City \***

**Postcode**

 We reformatted your address. Please review.



**Country:** United Kingdom 

**Let's get started**

**Company Name:** Football Fun Factory 

**Your role in the hiring process**

**Job title \***

**What category does this job fall under? \***

Most Assistant Football Coach jobs fall within the following category(ies) on Indeed.

 Sports Coaches & Instructors (Education & Instruction) None of the above, please describe

**Where will an employee report to work? \***

 Employees will report to a specific address Employees will not report to a specific address

Job posting will be displayed in: English 

Can this job be performed remotely, meaning primarily from home? If so, we'll add a 'Remote' tag to your post

No

Temporarily due to COVID-19

Yes

How many hires? \*

This helps us match you with the right number of applicants.

1

-

+

Back

Continue

Once completed, click Continue.

What type of employment is it? \*

Part-time



How many hours per week?

4

What contract type is it?

Temporary

Contract

Internship

Commission

Volunteer

Permanent

Apprenticeship

How long is the contract?

6

month(s) 

**What is the schedule for this job? \***

- 8 hour shift
- 10 hour shift
- 12 hour shift
- Day shift
- Night shift
- Monday to Friday
- Holidays
- Weekends
- No weekends
- Overtime
- Other

**Is there a planned start date for this job?**

- Yes
- No

**Salary & benefits**

**Compensation**

Exact rate ▼

£ 20

per hour ▼

**Are there any forms of supplemental pay offered?**

- Bonus scheme
- Tips
- Commission pay
- Signing bonus
- Retention bonus
- Performance bonus
- Yearly bonus
- Safety bonus
- Quarterly bonus
- Other

**Are any of the following benefits offered? \***

- Flexible schedule
- Work from home
- Discounted or free food
- On-site parking
- Profit sharing
- Company car
- Life insurance
- Casual dress
- Company events
- Private medical insurance
- Private dental insurance
- Free or subsidised travel

**Select None**

## Application settings \*

How do you want to receive applications?

Do you want applicants to submit a resume?

 Yes No Optional

Is there an application deadline?

 Yes No

Daily updates about this job and candidates will be sent to:

Also send an individual email update every time a new candidate applies

Do you want to let applicants start the conversation?

Yes

Allow job seekers to message you about their applications. Messages will be sent to the same email address you added in Application Settings.



### Employer Assist

On

Indeed cuts out work for you by removing candidates when you're not interested.

[Learn how it works](#)

If I don't show interest, automatically decline each candidate after:



Wait and let Indeed [decline them](#) on your behalf.

## Job description \*

Describe the responsibilities of this job, required work experience, skills, or education.

**B** *I* ☰

The Football Fun Factory provides incredible childhood football experiences in the form of evening Football Fun & Development sessions, Tots Football Fun classes, school holiday Football Fun Camps, birthday parties and events.

We are seeking to find highly motivated, enthusiastic and passionate football coaches to take on part-time self-employed coaching hours to help us increase the opportunities for children in the local community.

Candidates must have a minimum of their FA Level 1 in football coaching to be considered.

**COPY & PASTE:** The Football Fun Factory provides incredible childhood football experiences in the form of evening Football Fun & Development sessions, Tots Football Fun classes, school holiday Football Fun Camps, birthday parties and events.

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### Are you taking any additional COVID-19 precautions?

Let job seekers know how you're responding to COVID-19.

We are follow the Football Associations guidance for the safe return to football activity.

90 / 255

**Click Continue.**

## Applicant qualifications

### Ask applicants about their qualifications

On

You can ask jobseekers to confirm their years of experience, level of education, etc. Their answers are included as part of the application.



#### Have to have it? Make it a Deal breaker.

We'll automatically file applicants that don't meet a **Deal breaker** under Rejected. You can review them anytime on your candidate dashboard.

**Question 1:** This is an employer-written question. You can report inappropriate questions to Indeed through the 'Report job' link at the bottom of the job description. ' \_\_\_\_\_ '



**Write your own question to ask applicants. Do not ask questions that are discriminatory, illegal or otherwise violate the Indeed site rules.**

Do you have any FA coaching qualifications?

Characters remaining: 857

## Automated skills assessments

### Get applicants with the skills that matter most

Off

Ask applicants to complete a short assessment as part of their application. Assessments cover a range of skill to help measure applicant quality.

Back

Continue

Click Continue

Check the preview and click continue.

Don't optimize my job

Save and continue

Click 'Don't' optimize my job'.

**Posting without a budget? Let us know why. \***

Select all that apply. Your feedback helps us better understand your needs.

- I don't understand the benefit of sponsoring this job
- I don't make budget decisions for my company
- It's too expensive / not worth the price for this job
- I don't have a hiring budget
- I want to try posting without a budget for this job
- I don't need to sponsor this job
- Other

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I prefer not to say

Back

Continue

Click continue

Your job should now be listed on Indeed.

**Refreshing the Job**

It will take a few days for you to start receiving applicants and after a week or two the number of applicants will fall away as your advert becomes less visible.

We recommend re-listing the job advert every 3-4 weeks to make it more visible.