



RECRUITMENT INFORMATION PACK

Thank you for your interest in a position at Manchester United Soccer Schools.

Below is information about the type of work we have, which is mostly part-time and seasonal, the type of person we are looking for and other information.

Once you have read this through if you are still interested in applying you will need to:

- Complete the enclosed application form
- Enclose a covering letter listing which projects you are interested in and outlining why you think your experience matches what we are looking for
- Return both the covering letter, application form and Equal Opportunities monitoring form with all of the requested documents

If your application is successful then we will contact you to inform you about the interview process during December. Due to the number of applications we receive we cannot reply to everyone, therefore, if you do not hear from us by late January then please presume your application has been unsuccessful this time.

INFORMATION REQUIRED FROM APPLICANTS

We require the following from all new applicants:

- Completed application form & Equal opportunities monitoring form – *please ensure you complete **all** sections*
- Copy of passport details page
- Copy of current CV
- Copy of Emergency/First Aid Certificate
- Copy of your FACA membership card (where applicable)
- Copy of coaching qualifications (where applicable)
- Copy of your child protection course certificate (where applicable)
- Copy of driving license (if driver). If this is a new style license we need copy of paper and plastic parts of the license
- Copy of your CRB clearance form
- Two passport sized photographs, with your name written on the back
- Any other documents you feel would be relevant to your application

APPLICANT QUALIFICATIONS

For coaches and GK coaches

The minimum entry requirements are coaches with their UEFA C (Level 2) coaching or GK coaching qualification and above. You also need to be a member of FACA.

For those coaches who are interested in international work our minimum requirement level is UEFA B and solid coaching experience preferably with a degree in Sports Science or related sports subject.

For pastoral staff – these positions are available across our residential sites only

Child welfare officers

An NNEB Level 3 qualification would be an advantage
Certificates in First Aid and Counselling would be an asset but are not essential
Knowledge of child protection issues would be desirable



Experience of working in a residential setting would be an advantage
Role may be suited to student teachers

Administration manager

Relevant experience of administration of youth sport programmes
Knowledge of child protection issues would be desirable
Experience of working in a residential setting would be an advantage

Room monitors

Certificates in First Aid and Counselling would be an asset but are not essential
Experience in working with children and young people, especially in a residential setting would be an advantage
Knowledge of child protection issues would be desirable
Role may be suited to student teachers

For physiotherapist

Qualified to degree level and available to work across the summer months

Skills Required:

Coaches - specific

The coaching role requires a good degree of fitness and agility. In addition, it is a requirement of all coaches that they are physically capable of undertaking the necessary duties associated with the role. For example, this includes an ability to demonstrate soccer skills to players and also to assemble, move and dismantle equipment as may be necessary. We also look at coaching personality and for coaches who don't mind hard work.

Pastoral staff and physiotherapist – specific

To provide a safe and friendly environment for all the children and young people attending the residential courses.

Child Welfare Officer

Ability to deal with children and young people who require attention and to be able to treat minor illnesses or homesickness. Also should be able to be initial point of contact for all child protection issues/incidents. You will also be supervising and monitoring the course participants when the children and young people are not directly under the supervision of the MUSS coaches. The hours of duty will include some evening and point of contact at night.

Administration Manager

Experienced administrator in Youth Sports projects. You will have the ability to pull together all the administration project requirements including first point of contact for parents, organising airport transfers, management of room lists and course participant information and close liaison with the MUSS office.

Room Monitors

Ability to supervise and monitor the course participants when the children and young people are not directly under the supervision of the MUSS coaches. The hours of duty will include some evening and night supervision.



All staff

You will need to be self-motivated, flexible, enthusiastic, and able to work in a team and individually. You will be a good communicator with both children and parents. In addition we look for staff that are conscientious, punctual and reliable

MUSS have a strong embedded philosophy of how to work, look after and coach children and we would need our staff to be clear about their philosophy and be innovative with their coaching and work. All of these areas will be discussed at interview stage with those that are successful. For more information on MUSS the website is extremely informative, www.manutdsoccerschools.com.

TYPE OF WORK AVAILABLE

Listed below are the types of work available, when you send your application form back in you need to include in your covering letter explaining which projects you are interested in working on and most importantly outlining your experience relating to these projects.

Residential work – at site in Denstone, Staffordshire

Takes place during July and August. It is a recreational course for children aged 8-16 of mixed ability who travel from 55 different countries to attend. This also includes a girl's only coaching week and also 2 GK courses.

Player Development Courses – venues around the UK including Scotland and Ireland

Two day courses (predominantly over Easter, Whit week and then summer weekends). Recreational course for children aged 6-14 of mixed ability.

Club Development courses – venue across the UK including Northern Ireland

Courses where MUSS coaches visits Clubs around the UK. The children can vary in age range but are mostly already members of the club. Mixed ability.

International Assignment

There is a variety of short-term international projects, which have previously included 1st team tour, South Africa, Malaysia, Asia and USA and also longer term contracts at our fixed site facilities, including Dubai, Seattle, Canada and South Africa.

The programmes are mainly recreational but may have some elements of elite.

Corporate/Sponsorship Days

This activity involves undertaking coaching to corporate clients both on the pitch at OT and also at Carrington training ground.

DISCLOSURES

It is Manchester United Soccer School's policy that no individual will be recruited in a position of trust without satisfactory clearances from the Criminal Records Bureau (CRB) for child protection purposes. Copies of the Policy and the Code of Practice are available on the number above

Therefore, as you have applied for a Position of Trust within Manchester United, you will be required to undergo Disclosure through the CRB should you be successful at interview. Any offers of employment are subject to the receipt of satisfactory references, CRB and AIM reports.



Manchester United undertakes to discuss any matter revealed in a Disclosure with the person either seeking the position or the current worker before taking any formal action or withdrawing any conditional offer of employment.

Having a criminal record will not necessarily bar you from working with Manchester United. This will depend on the nature of the position and the circumstances and background of your offences.

We do have a written policy on the recruitment of ex-offenders – if you would like a copy then please contact Operations Manager on 0161 868 8497.

DATA

By completing the application form, you are authorising MUML to pass your employment and personal details to Nike UK Limited and any other subsidiary or parent company of MUML and or Nike (UK) Limited for the purposes of administering your application and employment contract (if appropriate). You also authorise MUML to:-

- a) collect and process employment related personal data about you in order to effectively and efficiently administer your employment, including benefit programs and development and training needs with MUML/Nike;
- b) collect and process your sensitive data, including your health and sickness record, to properly administer your employment with MUML. In addition, MUML and or Nike may hold information related to your ethnic or racial origin in order to monitor its equal opportunities policy;
- c) capture your employment related personal data in the global PeopleTrek system located in Beaverton, Oregon, USA and other systems utilised by MUML and/or Nike from time to time in the administration of your employment and to pass your personal data to other third party data processors who process personal data for MUML and/or Nike in relation to the administration of your employment with MUML; and
- d) transfer information about you to other group companies within the United Kingdom, the United States or elsewhere for purposes connected with your career or the management of MUML and or Nike's business.

MUML and/or Nike will protect the sensitivity and confidentiality of your data and that access to the data will be strictly controlled by the Human Resources organisation. In compliance with the Data Protection Act 1998, MUML and/or Nike will allow you to view the information maintained on you and to request the correction of any out of date or incorrect information.

Once again thank you for your interest and I look forward to receiving your completed application form.

In the meantime, if you have any questions then please do not hesitate to contact me either by email to gavin.rhodes@muml.com or by phone on 0161 868 8497.

Kind regards

Yours sincerely

Gavin Rhodes
Head Of Coaching



Manchester United Soccer Schools
COACHES APPLICATION FORM

Name:			
Role applying for: Coach/Pastoral/Physiotherapist			
Address for all correspondence to be sent:			
Contact Telephone Number:		Mobile Number:	
Email Address:			
NI Number:			
<p>Are you a student? YES NO</p> <p>If yes, you need to complete a P38 form. If you are graduating this year and are not continuing you are unlikely to be tax exempt for the summer work</p> <p>Once you graduate you need to inform us of this so we can amend your records.</p>			
<p>Payment is usually made by bank transfer, please provide your bank details below.</p> <p><i>We would need a completed P45 or P46 before we could put you on our payroll.</i></p>			
Account Name:		Sort Code:	
Acc Number:		Bank Name:	
Clothing Size (delete as appropriate):	Chest: M L XL	Waist: M L XL	Shoe Size (no half sizes):
Qualifications including any further/higher education qualifications held:			
Personal Skills and playing experience (where applicable):			



SOCCER SCHOOLS

Previous Coaching Experience (where applicable):

Foreign Languages – Please give details of any Foreign Languages you speak and to what level

Passport details:

Passport No:	
Date of Issue:	
Date of Expiry:	
Date & Place of Birth:	
Name as in Passport	

Name and address of two referees who we can contact

1

2

Emergency contact details (name and contact of person we can contact if needed):

Name:

Relationship:

Contact numbers (daytime and evening):



Projects I would like to work on

(tick as appropriate and don't forget to outline your experience matching to the requirements to these projects in your covering letter)

Residential

Player Development

Corporate

Short term international

Long term international

How did you hear about MUSS?

Where did you see the job advertised?

Don't forget to enclose the following with your application:

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- Copy of passport details page
- Copy of current CV
- Copy of Emergency/First Aid Certificate
- Copy of your FACA membership card (where applicable)
- Copy of coaching qualifications (where applicable)
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- Two passport sized photographs, with your name written on the back
- Any other documents you feel would be relevant to your application

Please return to Head of Coaching, MUSS, PO BOX 263, Sir Matt Busby Way, Old Trafford, Manchester, M16 0WD



EQUAL OPPORTUNITIES MONITORING

Manchester United Merchandising Limited (MUML) and Manchester United Soccer Schools (MUSS) are committed to promoting equality and diversity. Selection or promotion in our company is based on the individual having the skills and ability needed to do the job. In order to monitor our policy it would be very helpful if you would complete this form by ticking the appropriate boxes. This form will be kept within our Human Resources Department and kept separate from your application form. The information you provide will not be used in the selection process.

First name(s):	Surname(s)		
Date of Birth:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>		
Position applied for:			
Date of application:			
<p>How would you describe your ethnic origin? Please tick one of the following categories:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><u>White</u></p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/></p> <p><u>Mixed</u></p> <p>White & Black Caribbean <input type="checkbox"/></p> <p>White & Black African <input type="checkbox"/></p> <p>White & Asian <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p> <p><u>Asian or Asian British</u></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p><u>Black or Black British</u></p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/></p> <p><u>Chinese or other ethnic group</u></p> <p>Chinese <input type="checkbox"/></p> <p>Any other ethnic group <input type="checkbox"/></p> <p>You do not wish to disclose <input type="checkbox"/></p> </td> </tr> </table> <p style="font-size: small; margin-top: 10px;">These categories were used for the 2001 census by the Office of Population, Censuses and Surveys and are recommended by the Commission of Racial Equality. They do not refer to place of birth, citizenship or nationality, but to the ethnic group to which you belong.</p>		<p><u>White</u></p> <p>British <input type="checkbox"/></p> <p>Irish <input type="checkbox"/></p> <p>Any other white background <input type="checkbox"/></p> <p><u>Mixed</u></p> <p>White & Black Caribbean <input type="checkbox"/></p> <p>White & Black African <input type="checkbox"/></p> <p>White & Asian <input type="checkbox"/></p> <p>Any other mixed background <input type="checkbox"/></p> <p><u>Asian or Asian British</u></p> <p>Indian <input type="checkbox"/></p> <p>Pakistani <input type="checkbox"/></p> <p>Bangladeshi <input type="checkbox"/></p> <p>Any other Asian background <input type="checkbox"/></p>	<p><u>Black or Black British</u></p> <p>Caribbean <input type="checkbox"/></p> <p>African <input type="checkbox"/></p> <p>Any other Black background <input type="checkbox"/></p> <p><u>Chinese or other ethnic group</u></p> <p>Chinese <input type="checkbox"/></p> <p>Any other ethnic group <input type="checkbox"/></p> <p>You do not wish to disclose <input type="checkbox"/></p>
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<p>Do you consider yourself to have a disability Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p style="font-size: x-small;">(Under the Disability Discrimination Act this means that you have a long term (over 12 months) impairment which impacts on your ability to undertake normal day to day activities).</p>			