



Job Title: Active Through Football Co-ordinator

Reports to: Head of Community Foundation

Salary: £19,500 for 25 hours per week

Hours: This is a permanent role subject to continued funding following the 5-year funding term of 25 hours per week requiring flexibility to work evenings, weekends and match days as required.

Job Purpose: With the support of the management team, the post holder will support the delivery of the Football Foundation Active Through Football Project from Frickley Athletic Community Foundation. This project is a consortium lead project and Frickley Athletic Community Foundation are a consortium partner.

The 5-year project seeks to deliver a wide range of football related physical activities to engage with inactive people in our target audiences in the south east of Wakefield District to enable them to participate in positive activities, increase physical activity, and progress them into participating in football specific sessions and or other health-based activities.

Contract Details: 25 hrs, Permanent subject to continued funding

Auto-enrolment into the Club's pension scheme (depending on eligibility)

25 days annual leave including national bank holidays, pro-rata as it's a part time role.

Frickley Athletic Community Foundation (FACF) as a consortium partner are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our team.

We are a diverse Foundation that respects differences in race, disability, gender, faith, background or personal circumstances and we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. The foundation is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

FACF is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. FACF will assist with the application for, and pay for the process of, a new DBS for staff members where required.

Criminal Records Disclosures

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.



JOB DESCRIPTION

ROLE ACCOUNTABILITIES & KEY DUTIES

KEY DUTIES AND RESPONSIBILITIES

- Act as one of the project's point of contacts for FACF, working in collaboration with Head of the Community Foundation, the Football Foundation and Wakefield Council, providing progress updates as required over the duration of the project.
- To take the lead role in continually engaging with the target communities and audiences in the south east of the district, ensuring that people who are inactive or fairly active are consulted and actively participating in the ongoing delivery and design of activities.
- Manage the FACF project Delivery Plan and Budget, ensuring both are kept updated over the duration of the project.
- Act as the main point of contact for FACF on the programme. Facilitate and manage the relationships with external agencies, to developing new local relationships with community groups, organisations and service users.
- Lead on marketing campaigns to engage with the local community and the target audience
- Coordinate and support ongoing Community Engagement with the programme on behalf of all delivery partners.
- Liaise with the other project delivery partners ensuring the requirements set out within the grant terms and conditions are met e.g., safeguarding requirements, data capture.
- Travel to key settings within the place and wider to meet the needs of the organisation and project.
- To ensure all activities delivered are staffed appropriately and cost effective to the Foundation.
- To lead on reporting both internally and externally
- To lead the team of Sports coaches on the programme
- Prepare and maintain materials for sessions.
- To positively represent FACF at all internal and external meetings when required.
- To produce bi-weekly theme reports for head of foundation and trustees
- To act as cover for all programmes at designated times, when required.
- To perform other duties as reasonably assigned or under the authority of the senior management team.



Requirements for the Post		
	Essential	Desirable
Qualifications/Training	<p>Sport Leader or Coaching Qualification</p> <p>Good Standard of education including literacy and numeracy at level 2</p>	Membership of a professional body in Sport & Health
Knowledge	<p>A good understanding of the barriers people face to being physically active.</p> <p>Knowledge of sport and physical activity interventions and methods to engage inactive and disengaged people.</p> <p>Understanding of equal opportunities, cohesion and cultural diversity.</p> <p>Knowledge of the voluntary and community sector and their potential role in increasing participation in sport and physical activity.</p> <p>A good understanding of community engagement and its role in developing activities for local people.</p> <p>Understanding of safeguarding principles.</p>	An understanding of Asset Based Community Development approaches
Experience	<p>Experience of delivering sports related activities for a wide range of participants.</p> <p>Experience of community engagement to better understand people's needs in order to co-design activities.</p> <p>Experience of working in partnership with other organisations to deliver outcomes for local people.</p>	Experience of delivering community-based initiatives.



	<p>Experience of working within set budgets.</p> <p>Working unsupervised and as part of team.</p>	
<p>Competencies and other skills required</p>	<p>Ability to have some flexibility in working hours, which may include evenings and weekends.</p> <p>Ability to travel independently throughout the district and further afield in-line with project requirements.</p> <p>Excellent interpersonal and communication skills with an ability to build relationships with a wide range of people and stakeholders.</p> <p>Ability to keep accurate records and report writing.</p> <p>Ability to use a range of ICT software packages.</p>	