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| **Position** | **Community Engagement Officer (Disability)** |
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| **Salary** | Band 2. S.C.P 5 - 8 (Currently £18,231 - £21,105). |
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| **Location** | Seasiders Way, Blackpool. FY1 6JJ |
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| **Type of Contract** | Full Time |
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| **Closing Date****Interview Date**  | 5pm on Friday 27th September 2019 Wednesday 9th October 2019 |
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| Blackpool FC Community Trust is a vibrant and forward thinking organisation and is the official charity of Blackpool Football Club. Working with more than 20,000 different people in the town every year and committed to making a difference to local people’s lives, BFCCT focuses provision across Health & Wellbeing, Physical Activity & Sport and Education & Employability for all age groups and community settings.An exciting opportunity has arisen for someone to join Blackpool FC Community Trust as part of the Community Engagement team. The post holder will deliver across several programmes linked to people living with long-term conditions. This will include: Pan Disability Community sessions (including monthly fixtures for eight months per year), Pan Disability School Programme, The management and delivery of our Inclusion Camps that take place during school holidays (excluding Christmas period) and any new projects that are developed in the future, linked with this area of work. The post holder will be jointly responsible and accountable for making sure all KPI’s and targets are met for all programmes within their remit, that facilities are booked, and that all delivery is suitably covered. Ensuring high quality monitoring and evaluation methods and techniques is a crucial component of this to meet the needs of the commissioners and our target audience. The post holder will work alongside the Head of Community Provisions and the Community Engagement Manager to develop new schemes of work and funding proposals as well as provide reports for partner agencies and commissioners.Working in partnership with the Comms team, the post holder will also assume responsibility for ensuring that the marketing and promotion needs of each programme is sufficiently met. Blackpool FC Community Trust is based at Bloomfield Road Stadium and is the charitable arm of Blackpool FC, with a focus on engaging, developing, inspiring and supporting the people of Blackpool to live better lives. **How to apply:**Please complete an application form and submit via email to: Jason.white@bfcct.co.ukPlease note that the job will be subject to satisfactory references and enhanced DBS procedures. |

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**Job Description**

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| **Job title** | Community Engagement Officer (Disability) | **Reporting line** | Community Engagement Manager |
| **Purpose of role** | Blackpool FC Community Trust is seeking to appoint an enthusiastic and dedicated individual to organise and deliver a strand of our community engagement provision, which presently will involve the following projects:* Pan Disability Community Football
* Inclusion Holiday Camps
* Pan Disability School Programme, including curricular and extra-curricular delivery
* Supporting internal and external staff with CPD and running events
* Supporting, where required, other related projects
* Any new projects within this strand that are developed

 The successful candidate must have delivery experience and preferably a knowledge of the programmes that will be managed. |
| **Key Tasks** | * Deliver activities that are inclusive, person centred, enjoyable, and fun.
* Ensure that all projects are delivered to a high standard and are working towards pre-defined KPIs.
* Undertake regular supervisions and appraisals with Line Manager.
* Provide reports as appropriate whilst working to tight deadlines.
* Undertake project evaluation and monitoring as required.
* Work with the comms team and delivery staff to ensure that each programme is marketed regularly, and any supporting promotional materials are prepared and are readily available.
* Attend related networks, meetings and events, supporting partnership and sharing good practice.
* Liaise with a range of key stakeholders to ensure effective engagement and participation.
* Keep accurate up to date filing systems, data and records relating to projects.
* Manage and account for any incomes generated through community sessions.
* Identify new areas of work based upon insight and evidence of need.
* Work alongside Blackpool FC to promote health, education and inclusion in a positive way to the wider community. To liaise with Blackpool FC in order to utilise club resources such as player appearances and marketing.
* To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post
* The post holder will be required to work evening and weekends, including match days, as the requirements of the job demands
* Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way
* Identify new CPD opportunities for personal and organisational development
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| **Essential Skills** | * Excellent verbal and written communication skills.
* Positive attitude and strong focus on teamwork.
* Ability to effectively communicate with partners and people from all backgrounds.
* Ability to support people and maintain positive relationships with them.
* Focused on achievement, targets, and continuous improvement.
* A high degree of flexibility.
* Capable of presenting information, orally and in writing.
* Have skill to plan and organise information.
* Ability to work under pressure and to tight deadlines.
* Ability to work on own initiative.
* Competent IT skills.
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| **Essential Qualifications** | * Full driving license and the use of a vehicle
* Safeguarding (can be completed after appointment if lapsed)
* First Aid (can be completed after appointment if lapsed)
* Relevant Degree Level Qualification or equivalent experience.
* FA Level 2 in coaching Football
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| **Essential Knowledge** | * Awareness of different types of disability.
* Appreciation of the impact that disability can have on physical activity participation, and the barriers towards participation that it can present.
* Knowledge of sports development and pathways / barriers from engagement to participation.
* Clear understanding of the National, Regional and Local Football Community Club Trust/Foundation framework and Blackpool FC Community Trust operations.
* Knowledge of processes to safeguard children, young people and vulnerable adults.
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| **Essential Experience** | * Delivering physical activity to disabled people.
* Delivering physical activity in school and community settings.
* Designing and developing schemes of work to a high standard.
* Organising groups based on development plans.
* Monitoring and evaluation of programmes.
* Achieving set targets and outputs.
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| **Desirable**  | * Project management.
* Experience of working in the Charitable sector
* Previous experience working at a Football Club Community Trust / Foundation
* Experiences of using sport and physical activity to achieve broader outcomes in a number of environments.
* Detailed knowledge of current and future funding streams and requirements.
* Additional coaching qualifications in other sports.
* Additional qualifications relating to disability awareness.
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|  | Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by The FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation in order to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data we collect and how we use the data please email selina.hayes@bfcct.co.uk.  |

Last Updated: September 2019