



## Community Youth Sport Officer Job Description

Job details			
<b>Job title:</b>	Community Youth Sport Officer	<b>Salary:</b>	Band 2. (£18,231 - £21,105) pro rata
<b>Type of contract</b>	Part Time 20 hours per week (exclusive of breaks)		
<b>Location</b>	Blackpool FC Community Trust, Bloomfield Road Stadium and community settings across Blackpool	<b>Closing date</b>	Deadline of 5pm, Monday 9 <sup>th</sup> August. We encourage early applicants as we reserve the right to close the application process at any time.
<b>Responsible to:</b>	Community Youth Sport Manager	<b>Team:</b>	Community Programmes
<b>How to apply:</b>	<p><b>Please complete our application form and email to <a href="mailto:adam.aspinall@bfct.co.uk">adam.aspinall@bfct.co.uk</a> or post it to: Blackpool FC Community Trust, F.A.O. Adam Aspinall, Community Youth Sport Manager, Blackpool FC Community Trust, Bloomfield Road Stadium, Seaside Way, Blackpool. FY1 6JJ. The application form and JD can also be downloaded from our website <a href="http://www.bfct.co.uk">www.bfct.co.uk</a></b></p> <p><b>This job will be subject to satisfactory references and enhanced DBS procedures.</b></p>		
<b>Job Purpose:</b>	<p>Blackpool is a great town with world renowned landmarks and fantastic people. It is a superb place to work. Blackpool also has a football club steeped in history and with a wonderful future, along with a high performing and well-established Community Trust. It is an amazing time to be working for the football club and the Community Trust in this proud town.</p> <p>We are looking for enthusiastic, personable, proactive and hardworking individuals to join our organisation. Reporting directly to the Community Sports Manager, the post holder will be appointed to deliver physical activities in community settings, which will predominantly be football but not exclusively, as part of the Premier League programmes. The post involves outreach work and you will be responsible for recruiting participants and sustaining their involvement on the programmes to ensure delivery targets are met. Monitoring and reporting are central to the role. Additionally, the post holder will be expected to promote the broader opportunities available through the Trust, as well as positively represent the Trust itself.</p> <p>Candidates must be available for afterschool and evening community sessions. Experience of delivering or leading community development projects would be an advantage as would additional multi-sports coaching qualifications. The ideal candidate will have a passion for coaching and have a general understanding of a variety of different sports. An ability to socialise and create strong working relationships will be vital as well as an excellent manner with young people.</p>		

	Based at Bloomfield Road Stadium, BFCCT is the official charitable arm of Blackpool FC, with a focus on engaging, developing, inspiring and supporting people of Blackpool to live better lives.
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### Main role and responsibilities

1.	Deliver our youth sport programmes, ensuring protocols and safe standards are followed at all times, reporting back to the Community Youth Sport Manager.
2.	To plan and deliver sport and activity programmes to male and female groups.
3.	Where required, attend and support events and fixtures.
4.	Ensure projects are run in-line with set targets and KPIs with all M&E and admin being kept up to date.
5.	Engage new participants through outreach and speaking with people who might be interested.
6.	Demonstrate a commitment to the safety and welfare of people of all backgrounds and ensure the safety and protection for any person involved in any activity arranged by the Community Trust.
7.	To carry out administrative tasks as necessary e.g. staff records, registers, and quality assurance.
8.	Support Community Youth Sport Manager with information for the production of reports as appropriate.
9.	Using different software platforms, monitor and evaluate all activity, to ensure that impact and outcomes are being measured to a consistently high standard, including case studies.
10.	Where required, maintain relationships with participants through events, managing WhatsApp groups, phone calls and emails.
11.	Work with an accessible and flexible approach to fulfilling the role, which will include the working of unsociable hours, evening and weekend work, as necessary, and other duties as reasonably requested.
12.	Work with staff and marketing team to ensure regular and varied comms content is being developed and shared across our internal and external comms platforms.
13.	Adhere to policies and procedures outlined by BFCCT.

## Person Specification

Qualifications		Essential	Desirable
1.	Level 1 or above in sport coaching / fitness.	✓	
2.	Level 2 or above sports coaching / fitness.		✓
3.	Enhanced Disclosure and Barring Service (DBS) Certificate	✓	
4.	Driving License and access to a vehicle	✓	

Attitudes, Skills, Knowledge & Experience		Essential	Desirable
1.	Able to demonstrate good oral and written communication skills, which are culturally competent.	✓	
2.	Good organisation and time management skills, and able to prioritise and work within deadlines.	✓	
3.	Ability to work independently and as part of a team.	✓	
4.	Excellent communication and motivational skills.	✓	
5.	Able to work within a diverse community and draw on individual strengths to promote project participation.	✓	
6.	Commitment to develop self and staff to improve performance and CPD.	✓	
7.	Strong commitment to quality service delivery.	✓	
8.	A commitment to supporting participants, and the principles of equality, diversity and inclusion.	✓	
9.	An enthusiastic and committed individual who will 'go the extra mile' to deliver results.	✓	
10.	Experienced and knowledgeable around measuring and evidencing impact.		✓
11.	Proven track record of working with young people who face multiple disadvantage.		✓
12.	Experience and / or knowledge of working with volunteers.		✓
13.	Previous experience of working in the charity sector or Football Club Community organisation (CCO).		✓
14.	Experience of supporting people to overcome barriers to access community provision.		✓
15.	Experience in negotiation, influencing, and conflict resolution.		✓
16.	Local knowledge of Blackpool.		✓

### Competencies

1.	Works collaboratively with other and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust.
2.	Communicates with others in an open, clear, concise, and purposeful way to build effective relationships and gain support and 'buy in' for ideas.
3.	Consistently completes work to high standards, identifies ways to improve efficiency and effectiveness whilst continually looking for ways to improve the performance of self/team/Community Trust.
4.	Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust.
5.	Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust.
6.	Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust.

## Important information about your application

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 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](mailto:selina.hayes@bfcct.co.uk).

## Employment Benefits

- Membership to Perkbox
- 28 day's annual leave (inclusive of 8 days bank holidays) increasing by five days after five years of employment
- Community Trust uniform
- Use of work laptop
- Fuel allowance for work related expenses
- Support with work related CPD opportunities.