

Blackpool FC Community Trust

Seasiders Way, Blackpool, FY1 6JJ
Charity No: 1128235

Tel: 01253 348691

Email: office@bfct.co.uk



Job Description

Job title	Active through Football Project Manager	Salary	£25,653-£28,282
Type of contract	Full Time 37 hours per week (exclusive of breaks).		
Location	Blackpool FC Community Trust	Closing date	Friday 12 th November 2021, 5pm
Responsible to	Head of Community Programmes	Team	Community Programmes
How to apply	<p>Please download an application form from www.bfct.co.uk or email jason.white@bfct.co.uk for an application form.</p> <p>Once completed please send your application to jason.white@bfct.co.uk or post it to Blackpool FC Community Trust, F.A.O. Jason White, Head of Community Programmes, Bloomfield Road Stadium, Seasiders Way, Blackpool. FY1 6JJ.</p> <p>This job will be subject to satisfactory references and enhanced DBS procedures.</p> <p>We encourage early applicants as we reserve the right to close the application process at any time.</p> <p>Interviews will take place on Friday 19th November at Bloomfield Road Stadium.</p>		
Job Purpose	<p>Blackpool FC Community Trust is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as 2 years old up to adults in the later stages of life, BFCCT provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health and education; and lessen involvement in anti-social behaviour.</p> <p>In recent years the Trust has grown significantly and has become an established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved in and very proud of.</p> <p>In partnership with the Football Foundation and Sport England, the purpose of this role is to be the Project Manager and main point of contact for our Active Through Football (ATF) programme. The ATF programme's main purpose is to increase activity levels and create sustained behaviour change using a place-based approach working with residents in a targeted area of Blackpool. Working in collaboration with the consortium of local and regional partners (Active Blackpool, Lancashire FA, Blackpool Public Health, Active Lancashire) the role holder will provide progress updates over the duration of the project, as required.</p> <p>Further information about the programme can be found via https://footballfoundation.org.uk/active-through-football</p>		

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Main roles and responsibilities

Act as the project's main point of contact, working in collaboration with the Football Foundation and Sport England, providing progress updates as required over the duration of the project.
Manage the project Delivery Plan & Budget, ensuring both are kept updated over the duration of the project.
Act as the main point of contact for the programme evaluation and data collection partners and fully engage with the Community of Learning to share/learn best practice with/from other Places.
Manage and implement the Monitoring, Evaluation & Learning plan (including Key Performance Indicators & Outcomes), liaising with programme stakeholders as required and reporting against the requirements set out in the plan.
Facilitate and manage the relationships with local programme stakeholders (consortium members and wider programme partners), whilst developing new local relationships with community groups, organisations and service users.
Coordinate and support ongoing Community Engagement and capacity building in the place, ensuring that the Delivery Plan and approach are informed by the insight and learning, and that the local community have ownership of these.
Manage the relationship with project Delivery Agencies, 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.
At all times ensure project compliance with GDPR, data protection legislation and organisational safeguarding and equality policy.
Ensure protocols and safe standards are followed at all times, reporting back to the Head of Community Programmes.
Ensure projects are run in-line with set targets and KPIs with all M&E and admin being kept up to date.
Working with the Community Navigation Manager, respond efficiently and professionally to referrals.
Demonstrate a commitment to the safety and welfare of people from all backgrounds and ensure the safety and protection for any person involved in any activity arranged by the Community Trust.
To carry out administrative tasks as necessary e.g. staff records, registers, and quality assurance.
To liaise with Blackpool FC to utilise club resources such as stadium, player appearances and marketing.
Maintain relationships with future, past and present participants through events, managing WhatsApp groups, phone calls and emails.
Lead recruitment of individuals to the programme and ensure strong retention levels.
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.
Work with staff and marketing team to ensure regular and varied communication content is being developed and shared across our internal and external communication platforms.
Adhere to policies and procedures outlined by BFCCT.

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Person Specification

Qualifications	Essential	Desirable
Level 2 or above football coaching certificate.		✓
Enhanced Disclosure and Barring Service (DBS) certificate.	✓	
Driving license and access to a vehicle.	✓	

Knowledge	Essential	Desirable
Strong understanding of inequalities that exist across socio economic groups in supporting active lives, how they cross / experience of working to reduce these.	✓	
A good understanding or lived experience of the target audiences that the project is looking to engage and/or the place in which it's focused.	✓	
Local knowledge of Blackpool and support providers.		✓
Knowledge of sport development and sport/physical activity infrastructure.	✓	

Skills & Experience	Essential	Desirable
Experience of working at a local level with community organisations.	✓	
Experience of community engagement, links into communities and knowledge of networks linked to local communities.	✓	
Previous experience of managing multiple pieces of work or projects to successful conclusions.	✓	
Experience of managing relationships with external partners and working on behalf of your organisation to influence the successful delivery of services.	✓	
Experience of, and ability to prepare, manage and monitor budgets.	✓	
Experience of utilising insight and data in relation to specific projects.	✓	
Able to demonstrate excellent oral and written communication / presentation skills, which are culturally competent.	✓	
Good organisation and time management skills, and able to prioritise and work within deadlines.	✓	
Ability to work independently and as part of a team.	✓	
ICT Literate, including management of Outlook diaries and programme monitoring software platforms.	✓	
Experience of delivering social or physical activities to groups of people.		✓
Experience and / or knowledge of working with volunteers.		✓
Previous experience of working in the charity sector or Football Club Community organisation (CCO).		✓
Experience of supporting people to overcome barriers to access community provision.		✓
Able to work within a diverse community and draw on individual strengths to promote project participation.		✓

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Behaviour	Essential	Desirable
Commitment to develop self and staff to improve performance and CPD.	✓	
Strong commitment to quality service delivery.	✓	
A commitment to supporting participants, and the principles of equality, diversity and inclusion.	✓	
An enthusiastic and committed individual who will 'go the extra mile' to deliver results.	✓	

Employment Benefits

Membership to Perkbox
28 day's annual leave (inclusive of eight 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

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@bfct.co.uk.