

Blackpool FC Community Trust

Seasiders Way, Blackpool, FY1 6JJ

Charity No: 1128235

Tel: 01253 348691

Email: office@bfcct.co.uk



Job Description

Job title	Holiday Activity and Food Programme 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	Deadline of 5pm Friday 7 th January. We encourage early applicants as we reserve the right to close the application process at any time.
Responsible to	Head of Early Years and Primary Programmes	Team	Early Years and Primary Programmes
How to apply	<p>Please download an application form from www.bfcct.co.uk or email Marc.joseph@bfcct.co.uk for an application form.</p> <p>Once completed please send your application to Marc.joseph@bfcct.co.uk or post it to Blackpool FC Community Trust, F.A.O. Mr Marc Joseph, 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 week commencing 17th January 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>Working as part of the Early Years and Primary team, we are looking for a HAF Manager to oversee the coordination, delivery, and development of the Blackpool HAF programme.</p> <p>The successful candidate will oversee a diverse range of activities and enrichment for children (and their families) eligible for and receiving benefits-related free school meals. It will be the post holder's role to increase current engagement numbers by exploring partners positioned in Blackpool who have the appropriate procedures and standards to be a delivery service provider for the HAF programme.</p>		

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The post holder will be responsible and accountable for making sure all KPI's and targets are met, and that all aspects of the work within this team is to a high standard. In addition the post holder will also work alongside the Head of Early Years, Sports Development manager and Early Years and Primary Data Administrator to develop links with other organisations within the community to enhance BFCCT's current HAF delivery model.

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.

Further information about the programme can be found via <https://www.gov.uk/government/publications/holiday-activities-and-food-programme/holiday-activities-and-food-programme-2021>

Main roles and responsibilities

Manage, coordinate and lead the Blackpool Holiday Activity and Food Programme, reporting back to the Head of Early Years and Primary Programmes and commissioners, where applicable.
Manage the project delivery plan & budget, ensuring both are kept updated over the duration of the project.
Maintain and develop new and existing relationships with delivery partners in order to expand the current programme.
Ensure projects are run in-line with set targets and KPIs with all M&E and admin being kept up to date.
Coordinate the HAF Programme in accordance with the key aims of the programme, which include (but not limited to), providing participants the opportunity to eat more healthily over the school holidays, be more active during the school holidays and take part in engaging and enriching activities which support the development of resilience, character and wellbeing along with their wider educational attainment.
To offer a diverse range of activities and enrichment to children (and their families) eligible for and receiving benefits-related free school meals.
Create a partner/ provider SLA that outlines the roles, expectations and commitments of each organisation.
Manage the relationship with project providers, ensuring the requirements set out within the grant terms and conditions are met e.g. safeguarding requirements, data capture
Attend related networks, meetings and events, supporting partnership and sharing good practice.
At all times ensure project compliance with GDPR, data protection legislation and organisational safeguarding and equality policy.
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 and the HAF programme.
Ensure all technology equipment is managed, used, audited and accounted for, as per the internal policies and procedures.
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.

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To carry out administrative tasks as necessary e.g. staff records, registers, and quality assurance.
Working with Head of Service, develop and complete funding applications and reports, as necessary.
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.
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.
Adhere to policies and procedures outlined by BFCCT.

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
Knowledge and experience of working in the local landscape (Blackpool) and an understanding of the social and economic barriers within it.	✓	
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 delivery providers.		✓
Knowledge of local youth agencies, charities and private organisations working with the children.	✓	

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.	✓	
Experience of managing relationships with external partners and working on behalf of your organisation to influence the successful delivery of services.	✓	
Previous project management and budgetary experience.	✓	
Experience of utilising insight and data in relation to specific projects.	✓	
Experienced and knowledgeable around measuring and evidencing impact.	✓	
Able to demonstrate excellent oral and written communication / presentation skills, which are culturally competent.	✓	

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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 of supporting people to overcome barriers to access community provision.		✓
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.		✓

Behaviour	Essential	Desirable
Works collaboratively within BFCCT teams and external partners, ensuring maximum participation and engagement across the charity as well as key partners to support and drive achievement of the HAF Programme.	✓	
Commitment to develop self and staff to improve performance and CPD.	✓	
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.	✓	
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.	✓	
Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust.	✓	

Employment Benefits

<p>Membership to Perkbox</p> <p>28 day's annual leave (inclusive of eight days bank holidays) increasing by five days after five years of employment</p> <p>Community Trust uniform</p> <p>Use of work laptop</p> <p>Fuel allowance for work related expenses</p> <p>Support with work related CPD opportunities</p>
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Important information about your application

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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 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.