



Job Pack

Overview

Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two years old up to adults in the later stages of life, Blackpool FC Community Trust provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health, and education; and lessen involvement in anti-social behaviour.

Many of the initiatives we deliver are directly funded through partner organisations and grant-awarding bodies. Some of these include The Premier League; the EFL Trust; The PFA; Sport England; Big Lottery; The Football Foundation; NHS Blackpool CCG and Blackpool Council to name a few. BFCCT constantly evolves to support local need and by linking with local partners we can increase our impact on the town.

Working with so many organisations has allowed us to become a vital strategic partner in activity provision across Blackpool and the Fylde Coast. In addition to the wealth of programmes out in the community and local schools, BFCCT provide several education opportunities on site. These include an alternative to main-stream schooling for Year 10 and 11 students; Traineeships for those not currently in work or education; as well as full-time education offers as part of Blackpool FC Sports College. Studying at Blackpool FC Sports College gives students the unique opportunity to learn within the largest sports organisation in Blackpool. This means students can speak to, and gain experience from, professionals currently working in the sport, fitness, and leisure sector.

In recent years, the Community Trust has grown into a well-established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved with and very proud of. Last season we were awarded with Community Club of the Season at the Northwest Football Awards as well being crowned Regional Community Club of the Season at the EFL Awards.



Our Mission

Our core purpose...

To develop and deliver diverse community programmes and build partnerships to provide the people of Blackpool with the best opportunities.

We will do this by;

- Increasing social inclusion
- Improving physical fitness, overall health
- Reducing involvement in anti-social-behaviour
- Raising aspirations and expanding local education offers

Our Values

How we go about our work...

In all of our work we will be;

Bold &
Innovative

We will encourage staff to innovate to provide the best possible opportunities for residents and be bold in the development of ideas and future plans.

Focused on our
Community

At all times, in everything we develop and deliver, we will have the people we are hoping to engage at the heart of our intentions.

Creative &
Forward Thinking

We will find creative ways around barriers to engagement and develop programmes that are successful, accessible and enjoyable whilst anticipating future issues and trends.

Our Vision

Where we want to go in the future...

To continue to change the lives of local residents and build a more healthy, active and work ready community.

Programme Overview

This is a new and exciting role to deliver on all female football programmes including, but not limited to: Blackpool FC Community Trust FA Emerging Talent Centre, girls' development centres, female football camps, FA Wildcats centres, as well as primary school, secondary school and college female football delivery. The post will be tasked with developing further opportunities for more girls and ladies to take part in football throughout Blackpool and Fylde.

Job Vacancy: Female Football Development Officer

Job Title: Female Football Development Officer

Salary: £18,231 - £23,268

Hours: 37 hours per week (exclusive of breaks)

Location: Blackpool FC Community Trust

Closing Date: Friday 7th July 2023, 5pm

Responsible to: Female Football Development Manager

Job Purpose

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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. This is a new and exciting role to deliver on all female football programmes including, but not limited to: Blackpool FC Community Trust FA Emerging Talent Centre, girls' development centres, female football camps, FA Wildcats centres, as well as primary school, secondary school and college female football delivery.

The post will be tasked with developing further opportunities for more girls and ladies to take part in football throughout Blackpool and Fylde. This person will assist the Female Football Development Manager to drive the standard of football delivery across the Fylde Coast working to develop links in schools, colleges, local grassroots clubs, ETCs and Pro Game Academies. This person will inspire and engage young females of all ages using the brand of Blackpool FC.

Main Roles and Responsibilities

- Understand what the current female landscape looks like across Blackpool and the Fylde Coast to help identify potential opportunities
- Engage and support local communities to develop fun and inclusive football activities for females
- Ensure projects are run in-line with set targets and all admin is kept up to date.
- Ensure sessions are well attended and that recruitment of new participants is a consistent aspect of our approach. Where this is not happening, identify why, and strategies to address, if required
- Lead on delivery of training sessions and matchdays with the Blackpool Sixth Form college girls football teams
- Work alongside a hub of volunteers to support female football in the area
- Work with Community Trust and BFC staff and marketing teams to ensure regular and varied comms content is being developed and shared across our internal and external comms platforms.
- Deliver high-quality football sessions for all ages in a wide range of environments including schools, FA Wildcats, girls' development centres, football camps, and any additional provision.
- Support with the delivery and development of the girls Emerging Talent Centre
- Support with administration of the ETC
- Support with the development of new FA Wildcat opportunities
- Support the development of a female Walking Football project for adults
- 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.
- Ensure all technology equipment and systems is managed, used, audited and accounted for, as per the internal policies and procedures. To also include ensuring staff are using internal storage / cloud systems.
- To carry out and manage administrative tasks as necessary e.g. staff records, registers, quality assurance, and that all staff diaries are accurate and kept up-to-date
- Attend related networks, meetings and events, supporting partnership and sharing good practice.
- 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
- Create pathways and links within Community Trust programmes

Person Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent		✓
FA Coaching Qualification to a minimum UEFA C (FA Level 2)	✓	
FA Coaching Qualification to a minimum UEFA B		✓
FA Safeguarding and FA First Aid Qualifications	✓	
Drivers license and access to a vehicle	✓	

Knowledge	Essential	Desirable
Passionate about working in women's and girl's football	✓	
Knowledge and understanding of the barriers to participation faced by females	✓	
Knowledge of the FA's strategy for women's and girl's football	✓	
Knowledge and understanding of working with volunteers	✓	
Understanding of the Blackpool female football landscape	✓	

Skills & Experience	Essential	Desirable
Two year's sports development experience		✓
Experience of coaching in the female football sector	✓	
Experience of coaching varied age groups (primary to adult)		✓
Experience of working in a football club or football community club organisation (CCO)		✓
Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.		✓
Excellent IT skills, including the use of Microsoft office applications	✓	

Ability to work independently and as part of a team	✓	
Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities	✓	
Excellent verbal and written communication skills	✓	
Ability to think clearly, creatively, and imaginatively	✓	
Ability to work under pressure and to tight deadlines	✓	
Experience of working in the charitable sector		✓

Behaviour	Essential	Desirable
Resilient, with the ability to handle adversity and challenge in a positive way	✓	
Highest level of personal integrity and ability to maintain trust, sensitivity and confidentiality	✓	
Able to work independently and as part of a team	✓	
Demonstrate an ability to foster a positive, values driven culture, where staff at all levels are supported and empowered to succeed	✓	
Flexible and adaptable attitude towards work	✓	

Employee Benefits

- Free on-site parking
- Community Trust staff kit
- Use of a work laptop
- Allowance for work-related expenses
- Opt-in membership to the Perkbox discount platform
- Support with work-related CPD opportunities
- Club shop employee discount (20%)
- Corner Flag Restaurant employee discount (40%)
- increased annual leave after 5 and 10 years of service
- An Employee Assistance Programme

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.

Blackpool Football Club Community Trust is a Forces' Friendly Employer and encourages applications from members of the Defence community.

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.

www.bfcct.co.uk