



Fleetwood Town Community Trust

This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment:

Job Title:	Community Sports Development Officer
Hours of Work:	37 hours per week, Monday to Friday (Evenings, Saturday & Sundays. Hours determined by the needs of the service)
Contract Status:	Fixed term, continuation based upon external funding
Salary:	Competitive plus dependant on experience
Location:	Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys. FY5 4HY.
Reports to:	Community Trust Manager
Responsible for:	Community Coaches
Purpose	Reporting to the Community Trust Manager, the Community Sport Development Officer will be responsible for the organisation and administration of the Trusts community sport health and well-being programme.

Core Duties & Responsibilities:

- To lead, develop and deliver on the Trusts community sport, health and well-being programmes. Programmes to include but not exhausted to Trysport, Premier League Kicks.
- To deploy the sessional coaching staff. This will include weekly rotas with staff employed on sessions in the most cost-effective way that ensures high standards are kept. This role will involve the line management of the Community Coaches.
- To complete and submit monitoring and evaluation reports in compliance with funding provider service level agreements meeting both internal and external targets.
- To manage Community Trust matchday activities at Fleetwood Town home matches including Mascot bookings, Grassroots club of the day engagement and managing the bookings.
- To provide the Community Trust Manager with regular reports, which will enable all community-based programmes to be effectively monitored and evaluated and collect accurate information that will be entered into a data management system in order to monitor participation and the delivery of activities involving young people.
- To recruit, deploy and train volunteers to
- To oversee the community sport, health and well-being programmes financial performance.
- To create and disseminate promotional materials that will enable the effective advertising of all community related activities.
- Consult and work with individuals to identify the need and demand for new and existing activities.
- Maintain and extend relationships with key stakeholders and local community groups.
- To support with the delivery of PE & School holiday programmes, as required.

- To market community sport programmes and initiatives via all forms of media.
- Communication and liaison with internal departments and external partners.
- Attending meetings/events in order to raise awareness of Fleetwood Town Community Trust.
- Dealing with enquiries and general day-to-day liaison with customers/ FTFC staff/Fleetwood Community Trust staff etc.
- General office duties including filing, photocopying, sending and email.
- Willingness to undertake training, education and continued professional development.
- Undertake any other duties as may be reasonably required to successfully fulfil the vision of the Trust.

Core Duties & Responsibilities:

Qualifications, training & knowledge

Essential:

- Recognised Level 2 National Governing Body Sports Coaching qualification in one or more sports.
- Knowledge of relevant governing body programmes, policies and practices.

Desirable:

- Other Sports coaching qualifications.
- Relevant Equity and Coaching Disabled Performers training.
- Youth Work in Practice Level Two qualification

Key skills and abilities:

Essential:

- Relevant Safeguarding Children training
- Valid FA CRB certification.
- First Aid qualified.
- Relevant knowledge and experience of sports development, including club and coach development.
- Knowledge of Long-Term Player Development and, in particular, the FUNdamentals activity stage and movement and sports literacy development.
- Demonstrate evidence of attending or commit to attending, the following courses:
 - ScUK Good practice and Child Protection training (Develop Your Coaching Series) or equivalent
 - ScUK Equity in your Coaching
 - ScUK How to Coach Disabled Footballers
- Football for All Workshop
- Work with challenging groups and/or individuals from a variety of backgrounds.
- Full, clean driving licence
- Ability to develop and implement high quality, varied and creative coaching sessions focusing on a young person-centred approach.
- Ability to inspire, motivate and encourage
- Young people through sport.
- Ability to adapt sessions appropriately.
- Dependent on the needs of young people.
- Excellent communication and interpersonal skills, the ability to communicate with people at all levels.
- Excellent planning and organisational skills.

Desirable:

- Good level of ICT literacy with knowledge of word processing, spreadsheet and database packages.

Other factors:

- Good understanding of Safeguarding Children, Child Development, Health and Safety and Sports Equity principles, policies and procedures.
- Commitment to continuous professional development and willingness to undertake training where necessary.
- Ability to work efficiently on own initiative, under pressure and maintain a high standard of work.
- Confident with a high degree of motivation.
- Commitment to equal opportunities.
- A flexible attitude to working, willing to work evenings and weekends.
- Ability to travel independently.

What you need to do now:

If you're interested in this role, please send your CV and covering letter explaining why you would be suitable to this role to:

Jason.Sharp@fleetwoodtownfc.co.uk

Please note if successful you will be required to attend an interview with the hiring manager within 1 week of the closing date.

Fleetwood Town Football Club and Fleetwood Town Community Trust are committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This information is available in different formats if required. Please contact Fleetwood Town Football Club directly.