



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 Engagement Coach
- Hours of Work:** Weekdays, evenings and potential to work some weekends. (Hours determined by the needs of the service)
- Contract Status:** Full Time (37 hours)
- Rate of Pay:** £19,000-£22,000
- Location:** Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys. FY5 4HX.
- Reports to:** Community Cohesion & Inclusion Manager
- Purpose:** Due to the growth of the organisation and the Community Cohesion department at Fleetwood Town Community Trust, we are currently recruiting a Community Engagement Coach to support the delivery and development of community programmes in Wyre.

The successful candidate will deliver across several youth and adult focused projects; which will include Premier League Kicks, TrySport, Tackling Inequalities and any new projects within this area.

The post holder will be jointly responsible and accountable for making sure all KPI's and targets are met for all programmes within their remit, booking facilities and arranging staffing. Working with the Community Cohesion and Inclusion Manager the post holder will ensure high quality monitoring and evaluation methods and techniques are in place.

Core Duties & Responsibilities:

- To effectively deliver on the Trusts Community, Sport and Health engagement programmes including programmes such as PL Kicks and TrySport, working towards KPI's.
- To effectively deliver and support on new programmes in relation to the need of the community, including adult sessions, youth sessions and any need within the demographics.
- To provide high-quality delivery building relationships with young people and adults on different programmes.
- To be innovative in approach to planning and delivery, and to be proactive to different needs within the community.
- To monitor and evaluate externally funded projects as required.
- To create and disseminate promotional materials that will enable the effective advertising of all community related activities.

- Maintain and extend relationships with key stakeholders and local community groups.
- To plan sessions in line with programmes outcomes and goals.
- To support with the delivery of School holiday programmes, as required.
- To be able to communicate effectively with other Community Coehsion staff, acting as a liaison point for all sessions.
- Attending meetings/events in order to raise awareness of Fleetwood Town Community Trust programmes.
- Keep accurate up to date filing systems, data and records relating to projects in line with GDPR.
- Dealing with enquiries and general day-to-day liaison with customers/Club staff/Trust staff.
- General office administration duties including sending and responding to emails in a professional manner.
- 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.

Person Specification				
Qualities		Essential	Desirable	Measure
Skills and Qualifications	Degree in relevant subject (e.g. Sport)		✓	Application
	NGB Level 2 (or above)		✓	Application
	More than one Sport or Fitness Qualification		✓	Application
	Level 3 NVQ Diploma in Supporting the Delivery of Physical Education and School Sport (QCF)		✓	Application
	Up-to-date Safeguarding and First Aid Qualifications	✓		Application
	Member of the FA Licensed Coaches Club		✓	Application
	Strong interpersonal skills for communicating with a range of people and partners	✓		Application & Interview
	Excellent planning, organisational & time-management skills	✓		Application & Interview
	Competent IT skills (including Microsoft Office)	✓		Application & Interview
	Ability to work under own initiative and meet timescales	✓		Interview
	Level 2 Youth Worker Award		✓	Application
	Level 2 Fitness Qualification		✓	Application
Knowledge and	Relevant knowledge of sport coaching and development.	✓		Application & Interview
	Knowledge of the Primary School Curriculum		✓	Interview
	Experience of engaging with young people in a youth setting	✓		Application & Interview
	Experience of working within a Community focussed setting		✓	Application & Interview
	Understanding of the importance of providing a high-quality experience for young people	✓		Application & Interview
	Adequate and relevant experience of organising and leading	✓		Application

	sport and physical activity sessions			& Interview
	Experience of delivering educational lessons, workshops and/or session plans.		✓	Interview
	Understanding of safeguarding, health and safety and equality principles, policies and procedures	✓		Interview
	Experience of data collection for monitoring and evaluation purposes.	✓		Application & Interview
Other	Full UK Driving Licence & access to a suitable vehicle for work	✓		Application & Interview
	Positive attitude to work & dedication to making a difference	✓		Interview

GENERAL RESPONSIBILITIES

Employee Relations

To make suggestions to improve the working situation and contribute to positive employee relations within their area of work and Fleetwood Town FC as a whole.

Health & Safety

To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work.

To comply with all aspects of the Fleetwood Town FC Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety.

Customer Service

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communication whilst striving to deliver first class customer service.

Recognise potential complaint situations and make effective steps to avoid and/or resolve these situations.

Self Development

To take responsibility for your own development and to help realize your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy.

Team Work

Ensure effective communication within your work team and across the Company whilst actively offering support and guidance as necessary.

Equal Opportunities and Harassment

To cooperate with measures introduced to ensure there is equality of opportunity in employment. To ensure understanding, awareness and compliance with the Company's Equal Opportunities Policies.

To ensure that the working environment is free of sexual and racial harassment and intimidation and any other form of harassment constituting unacceptable behaviour which is personally offensive.

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

All employees may be required to undertake any other duties as may be reasonably requested.