



**community  
trust**

# job application pack

**stronger · healthier · more active communities**

# VISION

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Our vision is clear and ambitious:  
Stronger, Healthier, More Active  
Communities

# MISSION

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To work with Fleetwood Town Football Club  
and our key partners to inspire, empower,  
and help individuals and communities to  
improve their physical health and  
mental wellbeing

# VALUES

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- Trust- We will always be open , honest, transparent and reliable.
- Commitment- We are steadfast in our dedication to our community, partners, and participants.
- Inclusivity- We will always strive to provide a platform of opportunity for all.
- Teamwork- We will always support each other, and foster lasting two-way relationships.
- Inspiration- We will provide leadership, hope and opportunity through innovation.

# Job Vacancy

## Community Cohesion Coach

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**Job Title:** Community Cohesion Coach

**Location:** Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY5 4HX

**Salary:** £24,000

**Employment Type:** Full Time (37 hours per week)

**Reports to:** Community Engagement Manager

**Hours of work:** Weekdays, with the potential to work evening and weekends. (Hours determined by the needs of the service)

**Overview of Company:** Fleetwood Town Community Trust (FTCT) is a vibrant and active community project that aims to provide socially inclusive community, health and education engagement programmes which aim to make a difference to the lives of people within our communities.

**Purpose of Position:** Due to the growth of the organisation and the Community engagement team, we are recruiting a Community Cohesion Coach to develop the Champions provision to the next level. Champions is an intervention style programme that aims to reduce reoffending, by establishing positive relationships with young people. The programme is delivered within police custody suites & in community settings to divert people aged 10 to 25 years old away from crime.

Working as part of the Lancashire Violence Reduction Network (VRN), specialist Champions Coaches from community clubs will engage young children & adults during their detention in police custody. The Champions Coach creates and leads a development plan to assist the client in fulfilling their own goals relating to personal development, education, training and employment whilst also engaging in social & physical activities.



## Key Responsibilities:

- To be responsible for the delivery of the Champions programme, working a case load of young people and adults.
- Effectively manage the caseload of referrals received from external stakeholders, i.e. Youth Offending Team.
- Mentor individuals with the aim of improving their health, goal setting and improvement of behaviour and attitude.
- Mentor and develop working relationships with the young people and their parent/guardians, relevant to the project area, signposting to additional internal and external activities.
- Complete and maintain individual learner plans, progress reviews and monitoring reports for each external funding organisation.
- Work collaboratively with a range of stakeholders, with the aim of identifying suitable referrals and providing further opportunities and workshops to those involved.
- Conduct 1:1 interventions and activities with individuals, identifying their needs through assessment and tailoring sessions to support them whilst managing risk.
- Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place.
- To support with the collection of project and participant outcomes, through survey's, case studies and other measuring tools across all project area's.

## Skills and Qualifications Required:

### Essential:

- Minimum of GCSE Level C or above within English, Maths and ICT
- Training and mentoring skills
- Strong interpersonal skills for communicating with a range of people and partners
- Excellent planning, organisational & time-management skills
- Competent IT skills (including Microsoft Office and monitoring platforms such as Views)
- Ability to work under own initiative and meet timescales

### Desirable:

- Degree in relevant subject (e.g. Sport)
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- Youth Work or Mentoring Level 2
- NGB Level 2 (or above)
- More than one Sport or Fitness Qualification
- Up-to-date Safeguarding and First Aid Qualifications

## Knowledge Required:

### Essential:

- Relevant knowledge of youth work locally
- Knowledge of local agencies to link in with
- Experience of engaging with young people in a youth setting
- Understanding of the importance of providing a high-quality experience for young people
- Understanding of safeguarding, health and safety and equality principles, policies and procedures

### Desirable:

- Experience of data collection for monitoring and evaluation purposes
- Experience of working with participants Not in Education, Employment or Training (NEET)
- Experience in writing, developing and delivering educational lessons, workshops and/or session plans
- Experience of delivering 1-1 mentoring and intervention sessions
- Knowledge of the criminal justice system
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## Other Requirements:

### Essential:

- Full UK Driving Licence & access to a suitable vehicle for work
- Positive attitude to work & dedication to making a difference

## **General Responsibilities:**

### **Health and Safety**

To take reasonable care for the health and safety of oneself, 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 and Safety

### **Customer Service**

Identify and meet the needs of colleagues and our customers, focusing on initiating and welcoming contact and communications 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 realise your own potential by undertaking any necessary internal or external training sessions in accordance with the Company's Performance and Development Review Policy

### **Teamwork**

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

### **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



## **General Responsibilities (continued):**

### **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.**

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





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## STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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