

The Trust - Job Specification

Community Co-ordinator

Job role information

Location: The Football Centre
Hours of Duty: 20 hours per week
Responsible to: Project Manager
Responsible for: N/A

Job Purpose:

- To provide creative support for the Trust's services infrastructure.
- To ensuring general administrative and clerical support within service.
- To promote and develop the Trust's activities a whole.
- To develop and improve participant physical ability standards across the Trust session.
- To develop support relationship building with key stakeholders.
- To assist the all departments in the delivery of key Projects in line with programme criteria.
- Increase the profile of the Trust through effective marketing using a range of social media and marketing strategies.
- To develop personal work skills set to meet the demand of the industry
- To review and maintain a high quality multi sports sessions to meet both the needs of the participants but also current government and trust legislation and key partners
- The role will be delivered in an efficient and effective manner, in line with procedures and standards within the Trust.

Employee conformation:

Employee

Community Manager

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____



Thanks
Sian Godwyn-Outten

Community Manager
Safeguarding Manager



Tel: 01616413862 Web: www.buryfc-thetrust.co.uk Twitter: @BuryFCTrust
The Football Centre, Goshen Sports Site, Tennyson Avenue, Bury, BL9 9RG
Registered Charity: 1121232 Registered Company: 06276887

Main duties and responsibilities:

- Support partners and colleagues in the effective development and management of the sessions across our three core areas Schools, Inclusion and Football.
- To support in ensuring that the optimum resources are produced which are both innovative and professional, to aid in the delivery and running of all projects across the whole Trust.
- To be responsible for the views data collection across all sessions and support in the administration of views and data.
- Provide information on the projects for the Trust website, newsletters and annual reports as well as other publications when required.
- To carry out all duties with regard to relevant legislation and the Trust's policies and procedures including health and safety policy and safeguarding children policy.
- To ensure the scheme is delivered in accordance with the Trust's governance process and procedures.
- To be responsible for understanding and acting upon the policies and procedures for the Trust's including safeguarding, equality diversity and Inclusion
- Prepare and organise room bookings, required paperwork, arrange meetings and take minutes of meetings where necessary
- To ensure that the optimum resources are produced to aid in the delivery and running of all trust sessions.
- To make sure documentation is maintained and updated in line with capability
- To assist on the delivery of sessions across the Trust
- To undertake session planning for sessions delivering on.
- To undertake Health and safety documents such as risk assessments for sessions and sites
- To be part of the Match day activities at the club to help create an enhanced link between grassroots participation and support of the first teams.
- To undertake all training that you are placed on.
- To attend weekly department meetings to monitor the overall and individual progress of all element within the department as well as ad-hoc meetings called by senior management.
- To perform all duties in an equitable manner and to actively promote the principles of equality amongst colleagues, partners and service users.
- Perform other tasks and duties as directed by management and commensurate with the grade and dimension of the role.
- To carry out all duties with regard to relevant legislation and the Trust's policies and procedures including health and safety policy and safeguarding children policy.
- To be responsible for herself/himself and others in accordance with the Health and Safety at Work Act 1974
- To fulfil any other duties requested by the Community or Project Manager



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Schools

Inclusion

Football

Together Everyone Achieve More

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Essential	Desirable
Experience for being involved in sport	Knowledge of the FA national Game Strategy
Excellent written and verbal communication skills with the ability to communicate with a range of individuals at all levels	Experience of supervising and coordinating sports coaches and volunteers
Experience of monitoring and evaluation impact of programmes and delivery written and oral reports	Experience of organising events
Ability to plan effectively both organisationally and personally	Experience of recording and monitoring budget expenditure
Knowledge and experience of working within clubs and football	Knowledge and experience of producing/reviewing products inline with the FA guidelines
Good overall level of education	Level 1 or 2 in Football
Must be able to develop networks with partner organisations and deliver customer excellence	Able to develop and implement plans based on the needs of individual
Good level of ICT literacy with knowledge of word processing, spreadsheets and database packages	Have experience with Female sports delivery.
Knowledge of the Professional Football Association programmes and Football League Trust, polices and practices	Have experience with Disability sports delivery.
Have relevant child protection and first aid qualifications as well as a valid FA DBS	Must be able to understand the relationship between professional football has with its communities and the positive effect it can have
Excellent communication and interpersonal skills, the ability to communicate with people at all levels	Able to manage and direct meetings
Excellent planning and organisation skills	At least 1 years community development experience
Ability to use effective marketing strategies to encourage growth and participation	
Good understanding of child protection, child development, health and safety and sport equity principles, polices and procedures.	
Commitment to continuous professional development	
Excellent presentation and delivery skills	
Ability to travel independently with a flexible attitude to working including evening and weekends with a full driving licence and business insurance	



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