**Job Description**

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| Name: | Date: |
| Location: People’s Pension Stadium, Crawley | **Reports To:** Community Development Manager |
| Job Title: Community Development Officer | |

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| **JOB SUMMARY** |
| To be responsible for the delivery and supervision of new and existing sessions and activities, whilst increasing participation within the departments existing delivery programme. Programmes range from Social Inclusion, Mental Health, Disability, Active Ageing and Health Promotion. This role provides front-line representation of the Foundation. As such, it requires the post-holder to possess the highest standards of presentation and to uphold Foundation values at all time. |
| **KEY PERFORMANCE INDICATORS** (List areas by which performance can be measured) |
| KPI’s will be dependent upon each individual programme and will be discussed upon successful appointment.  In general, KPI’s are set based around the desired impact and outcomes set by the Foundation or the funding organisation, the department reports to. The key responsibility of the post-holder will be to work towards the KPI’s, in order to successfully achieve the key outcomes of the delivery plans. |
| **KEY DUTIES & RESPONSIBILITIES** |
| * Support the Community Development Manager to implement the strategy based upon the set aims and objectives required by the Premier League Charitable Fund, English Football League and other funders. * Creating and improving relationships with local organisations. * Maintaining the welfare of and safeguarding children, young people and adults. * Undertaking administrative duties such as collecting and recording participant information. * Working closely with the Foundation implementing a strategy to grow the Community Development programme, which includes: * Liaising with Line Manager and agreeing KPIs; * Providing quarterly and annual reports on progress; * Attending relevant meetings (internally and externally); * Attending continuous professional development events, where necessary; and * Creating effective working relationships with stakeholders. * Meeting regularly to ensure projects are on track and meet KPIs set by the Premier League to secure future funding; * Ensuring programmes are delivered to a high standard and incorporate relevant safeguarding and health and safety procedures, including: * Creating risk assessments for all sessions, within remit; * Providing ongoing advice and support to sessional coaches and volunteers working within Community Development; * Adhering to the Health and Safety at Work Act 1974 and any related legislation; and * Promoting the Foundation’s policies, rules and procedures on health and safety.   The Foundation reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Foundation’s business. |
| **ADDITIONAL DUTIES & RESPONSIBILITIES** |
| * To maintain standards in line with the requirements of the role and any Foundation policies and procedures in place. * To actively promote all provision delivery by the Foundation. * To undertake any other duties and responsibilities as may be determined from time to time. * To work additional hours as the requirements of the job demand. * To comply with equal opportunities legislation and be pro-active in challenging prejudice, discrimination and stereotyping. * To adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility. |

**Person Specification**

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| **QUALIFICATIONS** |
| **Essential:**   * FA Level 2 Football Coaching. * Emergency First Aid and Safeguarding Children Certificates. * Enhanced DBS Certificate.   **Desirable:**   * FA Coaching Disabled Footballers. * National Youth Agency Qualifications. |
| **KNOWLEDGE & EXPERIENCE** |
| * Planning and delivering community based sessions. * Marketing with the aim of increasing participation. * Using a range of strategies to engage with various groups of participants. * Understanding of safeguarding issues. * Proficient in the use of Microsoft Word, PowerPoint and Excel. * Experience of delivering versatile community based provision. * Knowledge of Substance Views Data and Impact Platform |
| **KEY SKILLS** |
| * Excellent organisational skills. * Excellent communication and presentation skills. * Outstanding customer service and sales skills. * Ability to work without supervision. * Possess role model behaviour. * Work well within a team. * Flexible and positive attitude. * Focus driven (to raise the quality of and participation within Community Development Sessions). * Excellent time management and communication skills. |
| **PERSONAL ATTRIBUTES** |
| * Appreciation of and commitment to the Foundation’s vision, missions, aims and objectives. * Determination to encourage the highest learning experience for all participants. * Highly motivated and enthusiastic. * Commitment to continuous professional development. * Innovative and efficient. * Willing to work evenings and weekends, where applicable. |

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| **SIGNATURES**  Post Holder:  ……………………………………………………… | Manager:  ………………………………………………………. |