



ROLE INFORMATION PACK

COMMUNITY DEVELOPMENT

OFFICER



Swindon Town FC
Community Foundation



Job Title: Community Development Officer

Reports to: Assistant Head of Foundation

Hours: 40 pw

Salary: £20 – 25k dependant on experience

We are looking for a Community Development Officer who is passionate about developing thriving and successful Community Development Programmes. We are seeking a driven, energetic, and ambitious individual to plan and deliver our structured programmes in line with our charitable objectives and targets. Candidates will have the tenacity to achieve targets and the creativity to overcome challenges. Candidates must have the ability to inspire and motivate people from all backgrounds and communities.





Swindon Town FC Community Foundation delivers a wide range of programmes in Swindon and the surrounding areas. These programmes are delivered with the aims of engaging, participating and achieving.

This is done by increasing sports participation, whilst looking to increase the allegiance between the local community and their local professional football club. The Foundation aims to achieve this whilst meeting the aims and objectives, and themes of the Premier League and Football League Trust, including Sports Participation, Education, Social Inclusion and Health. Swindon Town FC Community Foundation continues to strive to meet the highest professional standards to enhance and develop their programmes.





The Community Development Officer will work alongside the Assistant Head of Foundation to:

- Deliver a variety of comprehensive football coaching activities in the local community that are age appropriate, meet the needs of individuals and groups which are in accordance with the STFCCF scheme of work.
- To ensure the delivery of high-level quality coaching sessions.
- To support with the development in all aspects of our Community Foundation including Sports Participation, Health, Social inclusion, and Education.
- Undertake administrative tasks related to the sessions that includes updating registers, consent forms, risk assessments, writing case studies that demonstrate impact of projects, and recording any outcomes and accreditations achieved by participants using relevant monitoring and evaluation systems.
- To work with our Participation Manager to co-ordinate development of new projects.
- To liaise with parents and carers when appropriate.
- To lead, motivate, mentor sessional staff.
- Work with individuals and/or groups from a range of abilities, age ranges and varying backgrounds.
- To ensure Safeguarding is at the forefront of everything we do.
- To undertake appropriate CPD training.

ROLES AND RESPONSIBILITIES





EQUALITY AND SAFEGUARDING

EQUALITY

Swindon Town FC Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunities employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regard to pregnancy or maternity.

SAFEGUARDING

Swindon Town FC Community Foundation is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared. Relevant information and/or documents will be distributed as part of the recruitment process.





PERSON SPECIFICATION

EDUCATION/QUALIFICATIONS

UEFA C Badge (Level 2)	ESSENTIAL
UEFA B Badge	DESIRABLE
Current Safeguarding Certificate	ESSENTIAL
Safeguarding Welfare Officer course	DESIRABLE
Current First Aid Certificate	ESSENTIAL
Educated to degree level	DESIRABLE
Hold a valid full, clean UK driving licence.	ESSENTIAL
D1 Mini-bus Licence/eligibility	DESIRABLE
afPE Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport	DESIRABLE

KNOWLEDGE AND EXPERIENCE

Working with young adults, primary and secondary school aged pupils	ESSENTIAL
Developing plans and strategies relating to your work within your organisation	ESSENTIAL
Monitoring and evaluating projects and initiatives	ESSENTIAL
Coaching within a sports development background	ESSENTIAL

SKILLS AND COMPETENCIES

Experience of using views system	DESIRABLE
Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook	ESSENTIAL
Ability to engage with people from all backgrounds and strong networking skills	ESSENTIAL
Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community	ESSENTIAL
Ability to develop and implement high quality, varied and creative projects and activities	ESSENTIAL
Ability to inspire, engage and educate people from all backgrounds and communities	ESSENTIAL
The ability to work independently	ESSENTIAL

SAFEGUARDING, EQUALITY AND INCLUSIVITY

Ability to work safely , in accordance with the Swindon Town FC Community Foundation safeguarding and Equality & Diversity Policy	ESSENTIAL
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To apply for this position please download and complete an application form, returning it either via email to Shane@STFCfoundation.com, or in person to the reception at Foundation Park.

If you have any questions or would like further information about the STFC Community Foundation and the work that we undertake in the community, then visit www.STFCfoundation.com or call (01793) 421303.

We look forward to receiving your application.





Swindon Town FC
Community Foundation

**Foundation Park
County Ground Lane, Swindon
SN1 2FD**

Contact@STFCfoundation.com

www.STFCfoundation.com



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