



**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

## Youth Engagement Coordinator

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**Job Title:** Youth Engagement Coordinator

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

**Salary:** Competitive - commensurate with experience

**Employment Type:** Full Time - 37 hours

12 month Fixed Term Contract – Pending the extension of funding

Weekdays, Evenings, with the potential to work 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.

Having successfully attained charitable status, the challenge for the Trust is now to reach even more people and increase the role we play in the local community. The Trust offers many diverse activities that aim to provide the people in Wyre and Fylde with the opportunities to participate and enjoy themselves in a fun, friendly environment.

**Purpose of Position:** Due to the growth of the organisation and the Community Cohesion department, we are currently recruiting a Youth Engagement Coordinator, with a specific focus towards NCS and externally funded youth provisions.

We are looking for forward thinking, driven, ambitious people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team.



## **Responsibilities:**

- To coordinate, plan, and deliver all assigned youth engagement provision, including National Citizens Service (NCS), Youth DIVERT and other youth specific sessions.
- To identify key stakeholders, building strong community relationships and developing relationships within the youth networks in Wyre.
- To support the delivery of creative and partnered projects.
- To identify where targeted youth support is required.
- To liaise with the appropriate managing partners, providing monitoring and evaluation reports when required.
- To deliver consultation with young people, identifying the issues within the community.
- To oversee the data management, inputting in a timely manner in line with contractual agreements and GDPR policy.
- To coordinate the recruitment of young people for community cohesion programmes e.g. NCS, Fleetwood Town Sports College, PL Kicks.
- To develop a trusting relationship with young people and be seen as a positive role model.
- To be accountable for the security and quality assurance of youth engagement delivery across the borough of Wyre.
- To ensure all health and safety procedures are in place and frequently reviewed, i.e. risk assessments.
- To fully recognise the social impact of programmes, with a focus towards output's and outcomes with evidence being recorded and promoted.

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

- Dealing with enquiries and general day-to-day liaison with customers/ FTFC staff/Fleetwood Community Trust staff.
- May include general office administration duties including photocopying, sending and responding to emails.
- 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.

### **Skills and Qualifications Required:**

#### **Essential:**

- Degree in relevant subject (e.g., Sport/Youth Work)
- Up-to-date Safeguarding and First Aid Qualifications
- Strong interpersonal skills for communicating with a range of people and partners
- Ability to present in front of large groups
- Excellent planning, organisational & time-management skills
- Competent IT skills (including Microsoft Office)
- Ability to work under own initiative and meet deadlines

#### **Desirable:**

- NGB Level 2 (or above)
- Level 2 Youth Worker Award



## **Knowledge and Experience:**

### **Essential:**

- Experience of leading community-based projects
- A proven track record of working with hard-to-reach young people
- Experience of working within a community focussed setting
- An understanding of the importance of providing a high-quality experience for young people
- Involvement in maintaining and developing relationships with key stakeholders relevant to the role and area of work
- Understanding of safeguarding, health and safety and equality principles, policies and procedures
- Experience of data collection for monitoring and evaluation purposes.

### **Other:**

#### **Essential:**

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

## **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



## **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



## **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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**community  
trust**