



**community
trust**

job application pack

stronger · healthier · more active communities

VISION

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

MISSION

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

- 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

Be Active Stay Healthy (BASH) Project Co-ordinator

Job Title: Be Active Stay Healthy (BASH) Project Co-ordinator

Location: Fleetwood Town FC, Highbury Stadium, Park Ave, Fleetwood.
Lancs. FY7 6TX

Rate of Pay: £21,000 - £24,000 (per annum)

Employment Type: Full Time (37 hours) (Hours determined by the needs of the service)

Contract Status: 3 Years Fixed Term

Reports to: Community Cohesion & Inclusion Manager

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: Reporting to the Community Cohesion & Inclusion Manager, the BASH Project Co-ordinator will be responsible for the organisation, implementation and administration of the Community Trusts activities.



Main areas of responsibility:

- To coordinate and oversee the BASH health, wellness, education, physical activity programme to targeted groups across Fleetwood, Thornton and Cleveleys.
- To coordinate and implement community events to increase social interaction and community cohesion.
- To deploy sessional coaching staff. This will include monthly rotas with staff employed on sessions in the most cost-effective way that ensures high standards are kept. This role will involve the line supervision of all human resources.
- To provide the Community Cohesion & Inclusion Manager with regular update reports, which will enable all areas of work to be effectively monitored and evaluated.
- To create and disseminate promotional materials that will enable the effective advertising of all related activities.
- To market the programme's activities via all forms of media.
- To facilitate the BASH Advisory Groups in each area.
- To consult with users to obtain feedback so that activities meet the needs of the service user.
- To monitor and evaluate the development of the programme, reporting to the National Lottery Community Fund.
- To liaise with the National Lottery Community Fund regarding the progress of the programme.
- Communication and liaison with external partners.
- Attending meetings/events to raise awareness of the programme.
- Dealing with enquiries and general day-to-day liaison with external agencies.
- To provide information and advice to all participants on pathways for progression.
- 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.

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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