



**community  
trust**

# 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

## Community Engagement Coach – Safety

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**Job Title:** Community Engagement Coach - Safety

**Location:** Poolfoot Farm Sports Complex, Butts Road, Thornton Cleveleys, FY54HX

**Rate of Pay:** £18,000 - £22,000

**Hours of Work:** Weekdays, Evenings, with the potential to work weekends. (Hours determined by the needs of the service)

**Employment Type:** Full Time (37 hours)

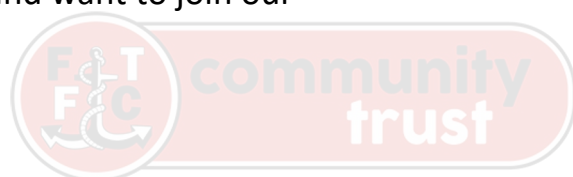
**Reports to:** Community Cohesion & Inclusion Manager

**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:** Due to the growth of the organisation and the Community Cohesion department, we are currently recruiting a Community Engagement Coach, with a specific focus towards Inclusion.

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



## **Key Responsibilities:**

- To deliver on the Trusts community safety programmes, to include but not exhausted to; United Together, YEP! and support with the Youth DIVERT initiative.
- To provide high-quality delivery building relationships with young people and adults within the programmes.
- To monitor, evaluate and report on externally funded projects. Providing registers to gather participant data for reporting purposes.
- To disseminate promotional materials that will enable the effective advertising of all community related activities, including all media platforms.
- Maintain and extend relationships with key stakeholders and local community groups.
- To plan sessions in line with an individual project outcomes and goals.
- To meet the set quarterly Objective Key Results (OKR's) as arranged with line management.
- To support with the delivery of School holiday programmes, as required.
- To market community programmes and initiatives via all forms of media platforms.
- Communication and liaison with staff within the Community Cohesion department.
- Attending meetings/events in order to raise awareness of Fleetwood Town Community Trust programmes.
- Dealing with enquiries and general day-to-day liaison with customers/ FTFC staff/Fleetwood Community Trust staff etc.
- 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:**

- Up-to-date Safeguarding and First Aid Qualifications
- Strong interpersonal skills for communicating with a range of people and partners
- Excellent planning, organisational & time-management skills
- Competent IT skills (including Microsoft Office)
- Ability to work under own initiative and meet timescales

### **Desirable:**

- Degree in relevant subject (e.g. Sport)
- NGB Level 2 (or above)
- More than one Sport or Fitness Qualification
- Level 3 NVQ Diploma in Supporting the Delivery of Physical Education and School Sport (QCF)
- Level 2 Youth Worker Award

**Knowledge Required:****Essential:**

- Relevant knowledge of sport coaching and development
- Experience of engaging with young people in a youth setting
- Experience of working within a Community focussed setting
- Understanding of the importance of providing a high-quality experience for young people
- Adequate and relevant experience of organising and leading sport and physical activity sessions
- Experience of delivering educational lessons, workshops and/or session plans
- Understanding of safeguarding, health and safety and equality principles, policies and procedures
- Experience of data collection for monitoring and evaluation purposes

**Other Requirements:****Essential:**

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



## **Core Duties & 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

Fleetwood Town Community Trust  
Poolfoot Farm Sports & Leisure Complex  
Butts Road, Thornton-Cleveleys  
Lancashire  
FY5 4HX

Tel: 01253 208442

Email: [community@fleetwoodtownfc.com](mailto:community@fleetwoodtownfc.com)

Web: [www.fleetwoodtownfcct.com](http://www.fleetwoodtownfcct.com)



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