

# 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

## Employability Coordinator

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**Job Title:** Employability Coordinator

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

**Salary:** £22,000 - £24,999 (Pro-rata)

**Hours of Work:** Weekdays, Evenings and occasional Weekends. (Hours determined by the needs of the service)

**Reports to:** Community Engagement Manager

**Contract Status:** Part Time (18 hours)

**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.

### **Purpose of Position:**

- Due to the growth of the organisation and the Community Engagement department, we are currently recruiting an Employability Coordinator to support the delivery and coordination of the Trust's flagship employability provision across Wyre.
- We are looking for forward thinking, driven, ambitious people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team.



## **Core Duties & Responsibilities:**

- To be responsible for the coordination of the programme and report into the managing partner accordingly.
- To engage with businesses to provide work placement opportunities generating greater work readiness for those furthest away from the labour market.
- To work with individuals in supporting their health and wellbeing and also gaining key independent life skills.
- To mentor and develop working relationships with beneficiaries relevant to the project area, signposting to additional internal and external activities.
- To complete and maintain individual learning plans, progress reviews and monitoring reports for each external funding organisation.
- Work collaboratively with a range of stakeholders, with the aim of identifying suitable referrals and providing further opportunities and workshops to those involved.
- To collect relevant data securely and report on the monitoring and evaluation of the programme aims and objectives set by the managing and funding partner.
- To ensure all activities are risk managed following internal policy and procedure.

## Person Specification:

### Skills and Qualifications:

Skill, experience, or quality	Essential or desirable	How tested
Minimum of GCSE Level C or above within English, Maths and ICT	Essential	Application
Training and mentoring skills	Essential	Application
Degree in relevant subject	Desirable	Application
Mentoring Level 2 (or above)	Desirable	Application
Up-to-date Safeguarding and First Aid Qualifications	Essential	Application
Strong interpersonal skills for communicating with a range of people and partners	Essential	Application & Interview
Excellent planning, organisational & time-management skills	Essential	Application & Interview
Competent IT skills (including Microsoft Office and monitoring platforms such as Views)	Essential	Application
Ability to work under own initiative and meet timescales	Essential	Interview
Knowledge of local agencies to link in with	Essential	Interview
Minimum of 2 years experience of working within a community focussed setting	Desirable	Application & Interview
Relevant experience of organising coordinating a project	Essential	Application & Interview
Experience of delivering 1-1 mentoring and intervention sessions	Essential	Interview
Understanding of safeguarding, health and safety and equality principles, policies and procedures	Essential	Interview

## Person Specification (continued):

### Skills and Qualifications:

Skill, experience, or quality	Essential or desirable	How tested
Experience of working with participants Not in Education, Employment or Training (NEET)	Essential	Application & Interview
Experience engaging with businesses to create work placement opportunities	Desirable	Application & Interview
Experience in writing, developing and delivering educational lessons, workshops and/or session plans.	Desirable	Application & Interview
Experience of data collection for monitoring and evaluation purposes.	Desirable	Application & Interview

### Other:

Skill, experience, or quality	Essential or desirable	How tested
Full UK Driving Licence & access to a suitable vehicle for work	Essential	Application & Interview
Positive attitude to work & dedication to making a difference	Essential	Interview

## **Safeguarding Statement:**

The Club is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

The Club has systems in place to ensure that the welfare of vulnerable groups is dealt with appropriately and sensitively. Everyone working at the Club has a duty of care to safeguard the welfare of children and young people by creating an environment that protects them from harm. Our standards of practice ensure all staff are fully aware and understand their responsibilities under safeguarding legislation and statutory guidance.

The Club ensures that all staff that have a direct responsibility for children, young people, or vulnerable adults, have been subject to the most stringent of recruitment practices which include DBS and reference checks. These staff are alert to signs of abuse or maltreatment and will refer concerns to the relevant Designated Safeguarding Officers using the agreed safeguarding procedures.

## **Equality Statement:**

Community Trust is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

FTFC Community Trust is also committed to the safeguarding of vulnerable groups.



## **Employee Benefits:**

- Staff Wellbeing support available with a RAIS qualified counsellor
- Free car parking
- Overtime opportunities (Assisting on a match day or additional delivery)
- 20 days annual leave plus bank holidays (including staff loyalty scheme to generate additional days.)
- Free access to holiday camp provisions delivered by FTFC CT
- Company pension scheme
- Discounted staff menu at Poolfoot Farm Sports & Leisure Complex
- FTFC Staff Uniform
- Monthly Perkbox rewards
- Quarterly Continuous Professional Development Review
- Annual staff awards evening





## **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

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

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**community  
trust**