



**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

Youth Engagement Coordinator

Job Title: Youth Engagement Coordinator

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

Pay Scale: £22,000 - £24,999 (Pro-Rata)

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

Reports to: Youth Engagement Manager

Contract Status: Part Time (18 hours weekly) 12 months fixed contract (Extension determined by securing future funding)

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, Fleetwood Town Community Trust are recruiting a Youth Engagement Coordinator to lead on a variety of new and exciting initiatives, increasing targeted and open access provision across the borough.
- 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 motivate, encourage and inspire young people.
- Support with youth events throughout the year.
- Keep up with data compliance with provisions.
- Develop strong relationships with schools and colleges.
- Support with the development of the youth provisions we provide.
- Inspire and motivate young people whilst at the provisions or at events.
- Support the promotion and recruitment of young people to our provisions.
- Consistently and effectively implementing agreed behaviour management strategies.
- Assist the Youth Engagement Manager in delivering additional day time and evening activities where appropriate.
- Represent Fleetwood Town Community Trust in a professional manner and contribute towards the promotion of programmes.
- To work unsociable and flexible hours as the job role requires.
- Work alongside colleagues to provide the best experience possible for the young people.

Person Specification				
Qualities		Essential	Desirable	Measure
	Safeguarding and First Aid Qualifications (Must be willing to complete)		✓	Application
	Additional NGB Level 2 qualification's		✓	Application
	Educated to degree standard in a relevant subject		✓	Application
	Youth Work Qualification (Working towards or a willingness to complete)	✓		Application
	Strong interpersonal skills for communicating with a range of people and partners	✓		Application & Interview
	Excellent planning, organisational & time-management skills	✓		Application & Interview
	Ability to work under own initiative, meet timescales and achieve set Key Performance Indicator's (KPI's).	✓		Application & Interview
	Competent IT skills (including Microsoft Office) and experience of using CRM's		✓	Application & Interview
	Experience of recruiting and maintaining participation into community-based initiatives		✓	Application & Interview
	Ability to budget a range of programmes		✓	Application
Knowledge and Experience	Track record of developing new projects and successfully marketing to the relevant audiences.		✓	Application & Interview
	Experience of networking and developing partnerships with key stakeholders		✓	Application & Interview
	Understanding of evaluating outcomes and the overall project impact.		✓	Application & Interview
	Experience of working within a football club or community setting.		✓	Application & Interview
	Understanding of safeguarding, health and safety and equality principles, policies and procedures.		✓	Interview
	Experience of data collection for monitoring and evaluation purposes.		✓	Application & Interview

Other	Full UK Driving Licence & access to a suitable vehicle for work		✓	Application & Interview
	Positive attitude to work & dedication to making a difference	✓		Interview

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



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.



STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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