



**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

Community Engagement Manager

Job Title: Community Engagement Manager

Location: Highbury Stadium, Park Ave, Fleetwood, FY7 6SP

Salary: £29,120 - £35,617 salary per annum

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

Reports to: Chief Executive Officer

Contract Status: Full Time (37 hours per week)

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:

Fleetwood Town Community Trust are recruiting a Community Engagement Manager to lead the community engagement strand of work and form part of the charities senior management team. The successful candidate will be expected to contribute significantly towards the strategic objectives, maintaining exceptional relationships and drive an award-winning team even further.

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 lead and inspire a team of full-time staff across Community Engagement, Health & Wellbeing and Youth Engagement.
- To add value and influence across the senior management team achieving the set shared objectives.
- To ensure high quality provision, making a measurable difference to the diverse target audiences.
- To support the CEO in community-based grant applications aligned with the Trust's strategy.
- To competently support project managers in reporting to external funders on outcomes and programme focussed key performance indicators (KPI's).
- To effectively monitor and evaluate project budgets in line with forecasted cash flow.
- To attend local and regional partnership meetings, presenting the positive reputation of Fleetwood Town Community Trust.
- To maintain and extend relationships with key stakeholders and local community groups.
- To work cohesively with the wider staff team and stakeholders to evaluate region wide gaps that meet the Trust's strategic aims.
- To continuously gather insight towards the future delivery of projects with targeted demographics.
- Further responsibilities may include general office administration duties including photocopying, sending and responding to emails.
- A willingness to undertake training, education and continued professional development.

An undertake any other duties as may be reasonably required to successfully fulfil the vision of the Trust.

Person Specification:

Skills and Qualifications:

Skill, experience, or quality	Essential or desirable	How tested
Degree in relevant subject (e.g. Sport)	Desirable	Application
NGB Level 2 Qualification (or above)	Desirable	Application
More than one Sport or Fitness Qualification	Desirable	Application
Leadership & Management Qualification	Desirable	Application
Up-to-date Safeguarding and First Aid Qualifications, or a willingness to complete	Essential	Application
Strong interpersonal skills for communicating with a range of people and partners	Essential	Application
Excellent planning, organisational & time-management skills	Essential	Application & Interview
Competent IT skills (including Microsoft Office) and experience of using CRM's	Essential	Application & Interview
Ability to work under own initiative and meet timescales	Essential	Application
Experience of sourcing and writing funding grant applications	Essential	Interview
Experience of managing stakeholder relations	Essential	Interview
Ability to forecast and budget a range of programmes	Essential	Application & Interview
Relevant senior management experience	Essential	Application & Interview
Experience of sharing the Trust's strategic objectives to stakeholder and beneficiaries	Essential	Interview

Person Specification (continued):

Skills and Qualifications:

Skill, experience, or quality	Essential or desirable	How tested
Understanding of evaluating outcomes and the overall project impact	Essential	Interview
Experience of managing a team of people within a community focussed setting	Essential	Interview
Competent at developing quality assurance frameworks to measure and evaluate project delivery	Essential	Application & Interview
Knowledge of the local demographic and the relevant social issues	Essential	Application & Interview
Understanding of safeguarding, health and safety and equality principles, policies and procedures	Essential	Application & Interview
Experience of reporting to funders and contract holders	Essential	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.



STRONGER, HEALTHIER, MORE ACTIVE COMMUNITIES

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