



job application pack

CREATING STRONGER, HEALTHIER
AND 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

Football Development Co-ordinator

Job Title: Football Development Co-ordinator

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

Salary: £23,088 - £25,969 salary per annum

Hours of Work: Weekdays, evenings and Saturday mornings.

Reports to: PE & School Sport Manager

Contract Status: Full Time (37 hours per week) 1 Year Fixed Term 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.

Purpose of Position:

Due to the growth of the organisation, Fleetwood Town Community Trust are recruiting a Football Development Co-ordinator to lead on a variety of new and exciting initiatives, increasing recreational and competitive football opportunities across the borough.

The lead will also support the growing football related initiatives delivered across Wyre based Primary Schools. We are looking for forward thinking, driven, ambitious people who are enthusiastic, ambitious, hardworking, reliable and want to join our community team. We are committed to continuously working towards our organisational strategy, as we strive to creating stronger, healthier and more active communities.



Core Duties & Responsibilities:

- To manage the existing football development programmes, including Wildcats, Mini Cod's and Development centre's.
- To co-ordinate football camps during the holiday period's and ensure delivery remains at a high quality.
- To develop key relationships with community grassroots football clubs, primary schools local sports teams.
- To provide sports coaching in primary school settings in line with our PE and School Sport offering in Wyre.
- To actively promote inclusive opportunities for girls to access football.
- To effectively promote and market the range of projects available, utilising the relationships across the Fleetwood Town Family network.
- To recruit, upskill and manage part time and sessional coaches across all football related projects.
- To encourage wider participation into other Community Trust initiatives enhancing further social, skill and health related development.
- To follow GDPR policy and keep accurate records securely and produce output related evidence required for the funder related to the agreed Key Performance Indicators (KPIs).
- To follow all internal policies and procedures, ensuring the health & safety and safeguarding are at the full front of every decision.
- To maintain and extend relationships with key national, regional and local stakeholders, in addition to local community groups.
- To continuously gather insight towards the future delivery of projects with targeted demographics.
- To attend meetings/events in order to raise awareness of Fleetwood Town Community Trust programmes.
- To deal with enquiries and general day-to-day liaison with customers/ FTFC staff/Fleetwood Community Trust staff etc.
- To complete general office administration duties including photocopying, sending and responding to emails as required.
- To demonstrate a willingness to undertake training, education and continued professional development.

To 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
Safeguarding and First Aid Qualifications (Must be willing to complete)	Essential	Application
Additional NGB Level 2 qualification's	Desirable	Application
Educated to degree standard in a relevant subject	Desirable	Application
UEFA C in Coaching Football Certificate or above	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
Ability to work under own initiative, meet timescales and achieve set Key Performance Indicator's (KPI's).	Essential	Application & Interview
Competent IT skills (including Microsoft Office) and experience of using CRM's	Desirable	Application & Interview
Experience of recruiting and maintaining participation into community-based initiatives.	Desirable	Application & Interview
Ability to manage and monitor small budgets.	Desirable	Application
Track record of developing new projects and successfully marketing to the relevant audiences.	Essential	Application & Interview
Experience of coaching football in a range of community and education focussed environments.	Essential	Application & Interview
Understanding of evaluating outcomes and the overall project impact.	Desirable	Application & Interview
Experience of working within a football club or community setting.	Desirable	Application & Interview

Person Specification (continued):

Skills and Qualifications:

Skill, experience, or quality	Essential or desirable	How tested
Understanding of safeguarding, health and safety and equality principles, policies and procedures.	Desirable	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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trust**