



job application pack

INSPIRING HEALTHIER, MORE CONNECTED COMMUNITIES



VISION

To inspire healthier, more connected communities.



MISSION

To work with our key stakeholders collaboratively to empower and bring together our communities, changing lives for the better through diverse initiatives.

Job Vacancy

Volunteer

Job Title: Volunteer

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

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

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 volunteers to support with the delivery of community provisions across the Trust. 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

- Are passionate about football and working with children and young people.
- Have good communication skills.
- Are able to develop positive working relationships with young people & fellow coaches.
- You should be able to adapt sessions plans from those provided to meet the needs of the people you are working with.
- You also need to be enthusiastic, committed and ready to help the other coaches and participants.
- You should have a level one coaching qualification as a minimum or there must be a commitment to working toward these qualifications.
- Have previous experience of coaching within a grassroots football club is also beneficial.
- Will adhere to policies and procedures at all times with particular emphasis on equality and diversity, health and safety and safeguarding.
- Willingness to learn new skills.

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

General Responsibilities

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

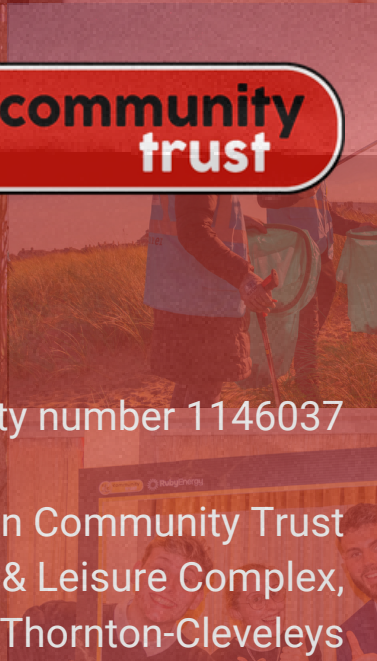
This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

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.



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Registered charity number 1146037

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Fleetwood Town Community Trust

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