



**BARNSELEY FC**  
**COMMUNITY TRUST**

**APPLICATION PACK**  
**INCLUSION OFFICER**

♦ SPECTEMUR ♦ AGENDO ♦



# **BARNSLEY FC COMMUNITY TRUST**

Barnsley FC Community Trust is a registered charity delivering community and charitable activities on behalf of Barnsley Football Club through four main themes.

**EDUCATION, HEALTH, SOCIAL INCLUSION AND SPORTS PARTICIPATION**

## **OUR VISION**

To be the best in our community at positively changing lives.

## **OUR MISSION**

To use the power of Barnsley Football Club to inspire, improve and positively change lives in our community.

## **OUR VALUES**

**WE ARE PASSIONATE ABOUT OUR WORK**

**WE ARE TEAM PLAYERS**

**WE ARE OPEN AND HONEST**

◆ SPECTEMUR ◆ AGENDO ◆

# APPLICATIONS

Barnsley FC Community Trust are committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

Application forms are available from - <https://barnsleyfccommunity.co.uk/about/vacancies/>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role to: **Abigail.Hall@barnsleyfc.co.uk**  
Or via post marked private and confidential to:

**Barnsley FC Community Trust**  
**Oakwell Stadium**  
**Barnsley**  
**S. Yorkshire**  
**S71 1ET**

*Please note CVs will not be considered.*

# JOB DESCRIPTION

Job Title:	Inclusion Officer
Hours of Work:	37 Hours Per Week
Location:	Barnsley FC Community Trust, Grove Street, Barnsley, S71 1ET
Reporting to:	Head of Sports Participation and Inclusion
Salary Range:	Competitive
Contractual Status:	Permanent
Date Posted:	<b><i>Tuesday 12th December 2023</i></b>
Expiry Date:	<b><i>4th January 2024</i></b>
External Posting URL:	<a href="https://barnsleyfccommunity.co.uk/about/vacancies/">https://barnsleyfccommunity.co.uk/about/vacancies/</a>

# PERSON SPECIFICATION

## Experience, Qualifications & Training

### Essential

Excellent verbal and written communication skills

Ability to think clearly, creatively and imaginatively

Positive attitude and strong focus on teamwork

Ability to effectively communicate with partners and people from all backgrounds

Ability to support young people and maintain positive relationships with them

Focused on achievement, targets and continuous improvement  
A high degree of flexibility and confidentiality is needed

Capable of presenting information, orally and written  
Have skill to plan and organise information

Ability to work under pressure and to tight deadlines

Ability to work on own initiative

# PERSON SPECIFICATION

## Experience, Qualifications & Training

### Essential

- Level 2 Multi Skills
- Health and Social Care training/qualifications
- First aid
- Safeguarding
- Experience of working in community setting with diverse groups and individuals
- Working with local community groups, external providers and funders
- Developing innovative sessions to inspire and engage young people and adults with disabilities and special educational needs
- Organising groups based on development plans
- Working with young people and young adults
- Working with young people with challenging behaviour
- Conducting staff training and development
- Achieving set targets and outputs
- Project management

### Desirable

- Degree in relevant sector
- Designing and developing schemes of work to a high standard
- Monitoring and evaluation of programmes
- Conducting staff training and development
- Maintaining budgets

# KEY ACCOUNTABILITIES

## Key Accountabilities:

To deliver against agreed contractual KPIs and departmental strategic objectives.

To effectively support and manage community sports coaches/ volunteers and ensuring clarity on goals and responsibilities, that are aligned to departmental and organisational overall strategic objectives.

To lead and manage programmes that Head of Participation and Inclusion deems necessary.

To coordinate women and girls' programmes including holiday dance camps, women's football, Friday, and Saturday clubs through relevant, necessary means.

To be the main point of contact for Barnsley FC Ladies to organise facilities for training and match days, social media presence and any other events connected to the club.

Continue to identify groups in Barnsley which may face barriers to participation such as Refugee, Homeless, elderly.

Support the Manager in the management of expenditure and budgets for all inclusion activities.

Develop and maintain relationships with local stakeholders, organisations, and charities to ensure a cohesive approach to increasing participation.

To keep up to date with data input and monitoring and evaluating projects through the use of Views/Salesforce.

To line manage staff on relevant Barnsley FC Community Trust programs, and any others that may arise as a requirement.

To understand and manage your own performance against contractual KPIs.

To assist with the organisation of inclusion specific CPD events for Barnsley FC Community Trust staff.

Deputise for the Head of Participation & Inclusion on Inclusion Programs when required.

Any other duties as reasonably requested by the line manager/ organisation.

To establish and carry out the relevant administration, prepare reports, undertake research, provide briefings, and attend team meetings as necessary.

To proactively promote Barnsley FC Community Trust to ensure awareness, growth, and expansion of its work.

To maintain and develop partnerships with internal and external stakeholders.

# KEY ACCOUNTABILITIES

## CONTINUED

### Key Accountabilities:

To ensure compliance with all Barnsley FC Community Trust Policies and Procedures across all areas of work.

To represent Barnsley FC Community Trust in a professional manner and consistent with Core Values.

To undertake training and CPD as necessary and relevant to the post.

To generally assist in any tasks required in the operation of Barnsley FC Community Trust as directed by the Head of Foundation and Head of Participation & Inclusion. Any changes arising will take into account salary and status. They will be subject to discussion with individuals or sections within the organisation.





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[twitter.com/bfcommunity](https://twitter.com/bfcommunity)  
[facebook.com/bfcommunity](https://facebook.com/bfcommunity)

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