



BARNESLEY FC
COMMUNITY TRUST

APPLICATION PACK

PREMIER LEAGUE KICKS

OFFICER



BARNLEY 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: **James.Cooke@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 PURPOSE

This postholder will be responsible for the planning, coordination, delivery, and evaluation of our Premier League Kicks programme and other Youth Engagement projects, including our Healthy Holidays programme and wider funding streams. Effectively engaging and recruiting young people, in and around the Barnsley Community, working closely with schools, partners and stakeholders.

JOB DESCRIPTION

Job Title:	Premier League Kicks Officer
Hours of Work:	37.5 per week
Location:	Barnsley FC Community Trust, Grove Street, Barnsley, S71 1ET
Reporting to:	Head of Participation and Inclusion
Salary Range:	£23,000 - £26,000
Contractual Status:	Permanent
External Posting URL:	https://barnsleyfccommunity.co.uk/about/vacancies/

QUALIFICATIONS

Essential

Recognised Level 2 Sport specific certificate. UEFA C (FA Level 2, Level 2 Multi-sports/skills
First Aid Qualification (Or willingness to update)
Safeguarding Certificate (Or willingness to update)

Desirable

Level 2 Youth Work certificate/qualification or equivalent
Level 2 / 3 AfPE
Level 3 Youth Work or above

EXPERIENCE

Essential

A minimum of 2 years' experience or equivalent of working with children and young people in a range of environments

Experience of working with a range of partners

Experience supervising and mentoring assistants and support staff

Experience of promoting activities within the community and schools.

Experience of working effectively with a range of partners including sports clubs and schools

Experience of working with a range of partners.

Desirable

Experience of working with Salesforce or other data management systems

Experience of developing delivery plans for sports and physical activity projects within local communities.

SKILLS AND ABILITIES

Essential

Ability to evaluate sessions and provide quality feedback to participants, assistants, and support staff.

Have the ability to effectively monitor and evaluate schemes of work, producing written reports.

Ability to communicate effectively with participants, parents and people within the community.

Excellent planning and organisational skills, able to prioritise and work within deadlines. Ability to remain calm, efficient, and professional whilst working under pressure.

Ability to motivate participants, assistants, and support staff.

Ability to work constructively both on your own and as part of a team.

Excellent interpersonal skills. Conscientious, honest and reliable Friendly and outgoing personality.

Enthusiastic and self-motivated.

Ability to work independently and supervised if required.

An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.

Must be happy to work across evenings and weekends as well as during weekdays.

Adaptability to change. - Approachable, committed, organised and resourceful.

Good judgement of knowing when to seek advice/support.

An understanding of and commitment to continuous improvement.

Ability to undertake any necessary travel in connection with the duties of the post.

Able to work flexible as normal working hours will include evening and weekend work.

Full UK Driving Licence

KEY ACCOUNTABILITIES

To plan, coordinate, deliver, monitor and evaluate the Premier League Kicks programme and other relevant funded programmes.

To be the main point of contact for stakeholders and ensure strong relationships are maintained within Premier League Kicks and wider programmes.

To promote and expand the reach of the Premier League Kicks programme and the wider activities of the Participation and Inclusion department, creatively and proactively.

To ensure Premier League Kicks and youth engagement associated projects and meet and exceed all KPI's within contracts and service level agreements.

To work closely with colleagues across the department and wider Trust, proactively promote signposting opportunities onto Premier League Kicks and other Youth Engagement programmes.

To keep accurate records and registers to enable full completion of all monitoring and evaluation requirements.

To ensure Sales Force data system and other reporting systems are maintained and updated.

To plan, coordinate and deliver celebration events and tournaments to project participants.

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

To manage workloads, working both independently and collaboratively with a range of colleagues to tight deadlines.

To plan and implement a programme of outreach education and volunteering workshops within hard-to-reach communities.

To be prepared to work evenings and weekends to meet the needs of the role.

To ensure that recruitment of young people onto programmes follows all appropriate safeguards and data capture processes.

To support in ensuring that all staff and volunteers are suitably qualified, DBS checked and adhere to health and safety and safeguarding policies and procedures.

To cover as and when required across departments within the Trust.

To line manage and act as a role model and mentor casual members of staff delivering on the programme.

To ensure all delivery is high quality, engaging and provides the best experience for participants.

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 Participation and Inclusion and Head of Foundation. Any changes arising will consider salary and status.



BARNSELY FC COMMUNITY TRUST

◆ SPECTEMUR ◆ AGENDO ◆

Barnsley FC Community Trust
Oakwell Stadium
Grove Street
Barnsley
S71 1ET

01226 211333
community@barnsleyfc.co.uk
barnsleyfccommunity.co.uk
twitter.com/bfccommunity
facebook.com/bfccommunity

Barnsley FC Community Trust is a registered Charity and a Company Limited by Guarantee registered in England and Wales. Charity Number 1118735. Company Number 6081731. Registered Office: Oakwell Stadium, Barnsley, South Yorkshire S71 1ET



BARNSELY FC
COMMUNITY TRUST