

## Accrington Stanley Community Trust – Job Description

<b>Job Title</b>	Community Engagement Officer
<b>Reports to</b>	Head of Community Engagement
<b>Location:</b>	Accrington
<b>Contract:</b>	Full Time - Permanent
<b>Hours:</b>	37.5 Hours Per Week
<b>Remuneration:</b>	£20,319 per annum plus Performance Bonuses, Expenses & Pension
<b>Annual Leave:</b>	28 Days (including bank holidays) plus 1 additional day gifted over Christmas.
<b>Additional Benefits:</b>	On-site Free School Holiday Childcare Scheme (age 5-11). On site Free Gym Facility.
<b>Closing Date:</b>	20 <sup>th</sup> September 2023

### The Purpose of the role:

The Community Engagement Officer will be responsible for the delivery and coordination of various community projects such as NCS, Detached Youth Work and United Together.

Reporting directly to the Head of Community Engagement, the Community Engagement Officer will be an important member of the delivery team and be responsible for devising, developing and delivering the community projects on behalf of the department.

The community projects will predominantly work with young people and adults who require additional mentorship to raise their aspirations and skills through a range of physical sessions and workshops.

NCS is a programme for 16 and 17 year olds that will promote:

- A more cohesive society by mixing participants of different backgrounds
- A more responsible society by supporting the transition into adulthood for young people
- A more engaged society by enabling young people to work together to create social action projects in their local communities

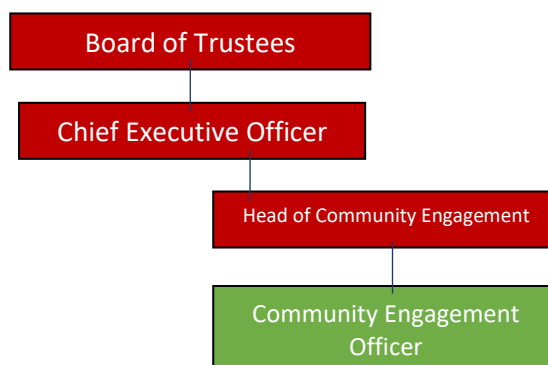
Detached Youth Work is an intervention programme to engage young people in the community. It is delivered alongside Lancashire County Council trained officers and aims to work with young people in various locations.

United Together works with the probation services and aims to have a positive effect on integrating people back into the community through participation in community activity.

There will also be an expectation to deliver on other community projects when required.

There is a minimum requirement for the holder to have a full valid UK driving licence with business insurance. Applicants will need to have a flexible approach to work and be able to work some evenings and weekends.

### The role fits in the organisation here:



### Key facts & figures of the role: Key accountabilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken;

- To undertake a lead role in the delivery of various community projects.

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- Develop and maintain relationships with key stakeholders/external organizations that will assist ASCT in achieving its aims and objectives (including, but not limited to PRU's, Police, Probation Services, Schools and the County Sport Partnership.)
- To deliver all aspects of coaching/training/mentorship within the projects.
- Deliver all project related activities in accordance with the targets, ensuring minimum requirements are met.
- Deliver sessions that ensure individuals and groups of participants are motivated, stretched and challenged at appropriate levels across all interventions.
- Attend all training courses and CPD sessions as and when required.
- Increase the awareness and popularity of the projects via effective publicity and promotion.
- Help participants to develop confidence and competence by modelling good practice and acting as a mentor
- Support ASCT in their aims and objectives at all times.
- Undertake other duties and responsibilities as required by the charity from time to time.

### Key Relationships of the role:

Head of Community Engagement, Champions Programme Mentors

### What is needed to be successful in this role (Person Specification):

#### Core Competencies:

- Excellent communicator (written, verbal and listening)
- Effective time management/organisational skills
- Strong work ethic and reliability
- Ability to use own initiative
- Team player
- Strong influencing and mentorship skills
- Ability to build and maintain trusted and effective relationships
- Adaptability and flexibility with day to day tasks and workloads

#### Personal Qualities:

- Enthusiasm, energy and resilience
- Focused
- Personable
- Rational thinker
- Trustworthy
- Confident
- Competitive
- Desire to lead, inspire and motivate

#### Qualifications/ Experience:

##### Essential

- Full UK Driving License, car owner with business insurance.
- Experience of working with young people.
- An ability to motivate, inspire and mentor people towards achieving their goals.

##### Desirable

- A 1st4Sport Level 2 Award in Coaching Football or other sports.
- Youth Services or similar working background.
- Degree standard

#### Accrington Stanley Community Trust Vision:

*"Use the power of Accrington Stanley Football Club to improve the lives of the people of Hyndburn through participation in sport and exercise".*

#### Mission:

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Our mission is to support the local community regardless of age, gender, race, religion or skill level and promote a healthier lifestyle through sport and education by encouraging individuals to take part in fun based activities, which develop confidence, co-operation and education.

### Core Values:

- **Challenge** behaviour and attitudes, promoting **Respect** and celebrating diversity
- **Inspire** to achieve and **Fulfil** potential
- **Develop** leaders, coaches and volunteers
- **Innovate** in delivery

### Purpose:

#### In placing Accrington Stanley Football club at the heart of the community we will:

1. Increase participation in Sport & Exercise and develop talent pathways.
2. Promote wellbeing and healthy lifestyles within local communities.
3. Deliver an inclusive programme of activities that involves and engages hard to reach groups, improving community cohesion.
4. Develop and empower leaders, coaches and volunteers.
5. Engage and inspire young people, raising and celebrating educational achievement.
6. Govern the operations of ASCT efficiently and effectively.

### Equality and Safeguarding:

ASCT are a charity committed to equality and the recruitment process for the role being advertised will adhere to the latest equality legislation.

ASCT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with children and young people and is subject to Enhanced Disclosure and Barring Service (DBS) checks. Clearance through DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions. Two references will also be required. Applicants will, in addition be expected to undertake training appropriate to the role.

**Manager Sign Off:**

**Date:**

**Employee Sign Off:**

**Date:**

You may be expected to conduct yourself in other ways and undertake different duties which are reasonable in the opinion of the Trust. Your job profile is not limited and may be reasonably modified as necessary to meet the needs of the organisation.

### How to Apply:

Please send your CV along with a cover letter outlining your suitability to the role to [jobs@stanleytrust.co.uk](mailto:jobs@stanleytrust.co.uk) by **Thursday 7<sup>th</sup> September 2023**.

Interviews will take place on **week commencing Monday 11<sup>th</sup> September 2023**.