

Accrington Stanley Community Trust – Job Description

Job Title	Armed Forces Coordinator
Reports to	Head of Community Engagement
Location:	Accrington
Contract:	Full Time – Fixed Term Until 31 st March 2027 (3 years)
Hours:	37.5 Hours Per Week
Remuneration:	£22,500 - £24,500 per annum plus Performance Bonuses, Expenses & Pension. Annual salary review.
Annual Leave:	28 Days (including bank holidays) plus 1 additional day gifted over Christmas.
Additional Benefits:	On-site Free School Holiday Childcare Scheme (age 5-11). On site Free Gym Facility.
Closing Date:	Monday 1 st April 2024

The Purpose of the role:

The Armed Forces Coordinator will be responsible for the delivery and coordination of various Armed Forces projects such as our new Veterans Support Hub, Veterans breakfast clubs, sports sessions and events.

Reporting directly to the Head of Community Engagement, the Armed Forces Coordinator will be an important member of the team and be responsible for devising, developing and delivering the projects on behalf of the department. There will also be an expectation to deliver on other community projects when required.

The community projects will predominantly work with Armed Forces and veteran adults who may require additional mentorship to build their resilience and coping strategies through a range of activities and 1-2-1 meetings.

The Veterans Support Hub is a newly funded 3-year project that will provide regular access to sport and physical activity alongside social activities. We will then work with each individual beneficiary to develop a personalised support programme which will see us put in place strategies to help that person to deal with their own issues with addiction, whether that be from substances, alcohol or gambling or a combination of all 3.

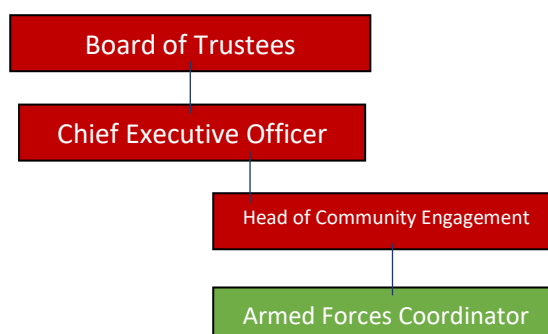
We will work with each individual to co-develop an approach which works, which combines mental health and wellbeing support, employability help, resilience and coping strategies, the development of peer support networks and the opportunity to take part in positive family-friendly activities.

The project will work on a rolling 12-week basis, whereby participants have the opportunity to take part in between 3-5 sessions each week depending on their own individual circumstances and challenges, featuring a mix of sport and physical activity, workshops, individual goal-setting, mentoring as well as employability help and support with the potential to access work placements and tasters.

Participants will have the option to remain on the programme for subsequent blocks of 12-weeks of support if that is what they need, otherwise we will work with each individual to develop a suitable progression pathway which enables them to stay involved in positive, community focused activities which help sustain the behaviour changes that have been developed over the initial 12-week programme of activities.

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:



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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 Armed Forces community projects.
- Develop and maintain relationships with key stakeholders/external organizations that will assist ASCT in achieving its aims and objectives (including, but not limited to RBL, Hyndburn Council, Veterans in the Community, Armed Forces Covenant Fund.)
- Work in partnership with other services to ensure support is in place for Veterans.
- Develop and deliver activities and projects for Veterans which support their wellbeing and mental health.
- Provide advice and guidance on support options for those who need it and ‘handhold’ veterans into services, including local and national mental health support services.
- Promote and encourage participation in the wider Accrington Stanley Community Trust programmes which provide long term support for general wellbeing for Veterans.
- Deliver all project related activities in accordance with the targets, ensuring minimum requirements are met.
- 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 employability skills 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, Community Engagement Officer

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

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- Full UK Driving License, car owner with business insurance.
- A positive attitude towards professional development and their own learning.
- An ability to motivate, inspire and mentor people towards achieving their goals.
- Experience of developing and delivering a new project.
- Knowledge and experience of safeguarding requirements when working with young people and vulnerable adults.

Desirable

- Knowledge of the Armed Forces Community.
- Experience of working with the Armed Forces Community.
- Knowledge of Hyndburn area.

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:

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 by **Monday 1st April 2024**.

Interviews will take place on week commencing Monday 8th April 2024.