



BARNSELY FC COMMUNITY TRUST

APPLICATION PACK
PREMIER LEAGUE KICKS
OFFICER



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: **Claire.Gascoigne@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:	PREMIER LEAGUE KICKS OFFICER
Hours of Work:	37 Hours Per Week (Including Evenings and Weekends)
Location:	Reds in the Community, Grove Street, Barnsley, S71 1ET
Reporting to:	Head of Participation and Inclusion
Salary Range:	£21,000 - £24,000
Contractual Status:	Permanent
Responsible for:	Community Coaches, Assistant Community Coaches and Placements/Volunteers
Date Posted:	Monday 24th July 2023
Expiry Date:	Friday 11th August 2023
External Posting URL:	https://barnsleyfccommunity.co.uk/about/vacancies/

PERSON SPECIFICATION

Criteria	Method of Assessment	Rank
Experience, Qualifications & Training	<i>(e.g. Interview, Application form, test, assesment etc)</i>	
A nationally recognised qualification in youth & community work, or a recognised equivalent or UEFA C Football Coaching Certificate.	Application Form	Essential
Management Qualification	Application Form	Desirable
Sports coaching qualifications in a variety of sports	Application Form	Desirable
First Aid Qualification	Application Form	Desirable
Safeguarding Qualification	Application Form	Desirable
Skills & Knowledge		
Experience of monitoring and evaluating	Interview	Essential
Experience in working, developing, and managing relevant partnerships	Application Form / Interview	Essential
Experience supervising and mentoring assistants, support staff or volunteers	Application Form / Interview	Essential
Experience of working with young people aged 8-19	Application Form / Interview	Essential
Proven track record of working with young people in a range of sporting and youth club setting	Application Form / Interview	Essential
Experience of evaluating the impact of sessions	Application Form / Interview	Essential
Working / coaching within community sports setting in a lead role	Application Form / Interview	Desirable
Experience of working with vulnerable and hard to reach children and an ability to empathise with their situation and support their needs	Application Form / Interview	Desirable

PERSON SPECIFICATION

Experience of budget management , the monitoring & evaluation

Application Form / Interview

Desirable

Skills and Abilities:

Ability to manage own workload, meet targets and outputs

Ability to work to tight deadlines

Ability to communicate with a wide range of partners

Ability to prepare and present written reports and management information

Ability to deliver coaching programmes to hard-to-reach community groups.

Ability to be able to enthuse and motivate participants and staff to boost session quality and engagement

Ability to data collect and input correct information in Monitoring & Evaluation reports

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

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

Enthusiastic and self-motivated

As the post involves working with children and young people, the post holder will be subject to an enhanced DBS check

KEY ACCOUNTABILITIES

Key Accountabilities:

To be the point of contact for the Community trust's PL Kicks programme and liaise with several partners across a range of schools, sports clubs, community groups and service providers, attending related meetings as required.

To be accountable for progressing and reporting on set KPIs and outcomes associated with projects.

To develop, maintain and grow a strong working relationship with the Premier League Charitable Fund and any additional funders.

To ensure PL Kicks and associated projects meet and exceed all KPI's within contracts and service level agreements.

To effectively manage, monitor and evaluate support staff performance in relation to activities delivered.

To carry out the relevant administration in line with funder requirements, ensuring the management data system is up to date and provide management information as necessary.

To promote an inclusive approach to PL Kicks and related initiatives.

To ensure manage a programme budget ensuring all activities are staffed appropriately and cost effective.

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

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

To Develop new projects with funders/partners in areas of need.

To complete regular reviews and session evaluations to ensure quality of delivery is maintained.

To work closely with colleagues, to proactively promote signposting opportunities onto and following the PL Kicks Programme.

To comply with all relevant RitC policies and procedures including Equality, Health & Safety and Safeguarding.

To work with colleagues throughout RitC to extend knowledge and skills in order to identify and develop best practice.

To undertake training and continuous professional development as necessary and/or relevant to the post.

KEY ACCOUNTABILITIES

Key Accountabilities:

To present a professional image when dealing with both internal and external contacts and partners at all times.

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

To generally assist in any tasks required in the operation of RitC as directed by the 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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01226 211333
community@barnsleyfc.co.uk
barnsleyfcommunity.co.uk twitter.
com/bfcommunity facebook.com/
redsinthecommunity

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