



Swindon Town Football in the Community Trust

In the Heart of the Community

The Community Office, The Energy Check County Ground, County Road, Swindon, Wiltshire SN1 2ED

Tel: 01793 421303 | Mob: 07966 305320 / 07901 570236 | Soccer Centres Tel: 07919 112982



www.stfc-fitc.co.uk

Swindon Town Football in the Community Trust

Community Development Officer



Main Sponsor



CHARITY NUMBER 1121820

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Job Title: Community Development Officer	Salary: Competitive
Reports to: Head of Trust	Hours: 40
Role Purpose: We are looking for a Community Development Officer who is passionate about developing thriving and successful Community Development Programmes. We are seeking a driven, energetic and ambitious individual to plan and deliver a co-ordinated programme, in line with our charitable objectives and targets. Candidates will have the tenacity to achieve targets and the creativity to overcome obstacles. Candidates must have the ability to inspire and motivate people from all backgrounds and communities.	
Roles & Responsibilities: The Community Development Officer will work alongside the Senior Development Officer <ul style="list-style-type: none"> ○ To develop and create innovative Holiday Development activities for our staff to deliver. ○ To coordinate and manage the operation of the Holiday Development Courses. ○ To support with the delivery of our Development Centres, Advanced & Elite Centres, After School Clubs, Football Education programme and In-Schools coaching sessions. ○ To recruit and meet targets for participant levels as agreed with Head of Trust. ○ To deliver coaching sessions as directed by the Senior Development Officer. ○ To work with Head of Trust and Senior Development to co-ordinate development of new projects. ○ To act as a lead Mentor to motivate and mentor a group of STFIC casual coaches. ○ To use views as a monitoring tool producing appropriate reports. ○ To liaise with parents and carers when appropriate. ○ To plan, monitor and evaluate all coaching sessions led or assisted at. ○ To ensure Safeguarding is adhered to including keeping personal DBS, First Aid qualifications and coaching qualifications up to date. ○ To undertake appropriate CPD training. ○ To ensure the quality control of coaching sessions. 	
General: This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be responsibly requested. Equality Code of Practice - Swindon Town Football in the Community Trust are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Trust.	



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We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the Trust that no person, whether job applicant, employee or customer, shall be discriminated against. Safeguarding – Swindon Town Football in the Community Trust are committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment. All employees do require an enhanced DBS check.

Person specification		
Education / Qualifications	Essential	Desirable
FA Level 2 Coaching Qualification	*	
UEFA 'B' Coaching Qualification		*
Current Safeguarding Certificate	*	
Current First Aid Certificate	*	
Educated to degree level		*
Member of the FA Licensed Coaches Club	*	
Hold a valid full, clean UK driving licence.	*	
D1 Mini-bus Licence/eligibility		*
AfPE Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport		*
Knowledge and experience	Essential	Desirable
Working with young adults, primary and secondary school aged pupils	*	
Developing plans and strategies relating to your work within your organisation	*	
Monitoring and evaluating projects and initiatives	*	
Coaching within a sports development background	*	
Skills and Competencies	Essential	Desirable
Experience of using VIEWS monitoring and evaluation system		*
Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook	*	
Ability to engage with people from all backgrounds and strong networking skills	*	
Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community	*	
Ability to develop and implement high quality, varied and creative projects and activities	*	
Ability to inspire, engage and educate people from all backgrounds through sport	*	
The ability to work under own initiative and be proactive in driving the organisation forward	*	
Equality & Inclusivity	Essential	Desirable
Ability to work in a non-discriminatory manner, in accordance with Swindon Town Community Trust's Equality Policy	*	

To apply for this role, please send your CV and a covering letter outlining your suitability for the role to:

Head of Trust

STFC Community Trust

County Ground

Swindon

Wiltshire

SN1 2ED

Email: Jon@stfc-fitc.co.uk

Phone: 07966305320

Closing date for applications: July 13th 2018 Interviews: Week commencing 23rd July 2018



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