

Volunteer Staff Member– Job Description

The Albion Foundation is the official charity partner of West Bromwich Albion Football Club.

A Proud Albion Family, Engaged, Inspired and Achieving its Potential.

Making a measurable difference in the heart of our community.

We Care About Making a Difference.

Diversity is important to us; Growing, Maintaining and Promoting a diverse team is top priority for us. We encourage applications from a diverse range of suitably qualified candidates and would encourage Sandwell residents to apply.

Job Title:	Volunteer Staff Member
Reports to:	Department Leads, Workforce Development, Individual Mentor
Contract term:	
Department:	
Salary:	N/A

Job purpose: To support the charity across a range of programmes delivering excellence across Sandwell and beyond.

Key responsibilities:

We are seeking a Volunteer to join our team. The successful candidate will be responsible for supporting the high-quality sessions we deliver to young people and adults across Sandwell and beyond.

The role encompasses the support of planning and executing sessions in schools and community venues.

Ideal Candidate Profile:

The ideal candidate should possess the ability to support The Albion Foundation in delivering engaging and exciting sessions for children, young people, and adults with learning, physical, or sensory impairments, aligning with the foundation's expectations.

They will support the preparation and delivery of lessons and sessions according to curriculums and programmes provided whilst supporting lead staff.

Our ideal candidate will be an enthusiastic and organised individual who can effectively support each session and provide regular updates to the lead coach when necessary.

For all Albion Foundation staff

- Promote a positive and professional image at all times including appearance and punctuality.
- Have an understanding of the Albion Foundation departments and projects and encourage additional participation.
- Attend performance reviews, staff meetings and training as requested.
- Any other duties deemed appropriate by line manager or equivalent.

The Albion Foundation

Volunteer Staff Member – Person Specification

Education & Qualifications	Essential	Desirable	Measured
EE Playmaker			Application
Introduction to Coaching Football/UEFA C Licence			Application
Specific Disability Sports Qualification			Application
Behavioural/Mental Health 1 st Aid			Application
FA Emergency 1 st Aid			Application
FA Safeguarding For All			Application
FA Safeguarding Children			Application
FA Welfare			Application
DBS Certificate			Application
Knowledge & Experience			
Knowledge of local communities and demographics			Application/ Interview
Understanding of child protection and health and safety			Application/ Interview
Understanding of Prevent and characteristics of targeted groups			Application/ Interview

Basic knowledge of the national curriculum			Application/ Interview
Experience of working with closely with people of all ages.			Application/ Interview
Experience of working with young people who may pose challenging behaviours			Application/ Interview
Experience of evaluating the effectiveness sessions and programmes			Application/ Interview
Commitment to development and willingness to undertake training where necessary			Application/ Interview
Skills & Abilities			
Able to communicate effectively with a range of people			Interview/ Practical
Able to work in both a team and independently			Interview
Able to adapt sessions to participants needs			Interview/ Practical
Able to encourage motivate and enthuse young people to participate in activities			Interview/ Practical
Excellent planning and organisational skills			Interview
Basic IT skills to include Microsoft Office products			Application/ Interview
Personal			
Ability to work efficiently on own initiative and maintain a high standard of work			Application/ Interview
A commitment to the principles of equality and diversity			Application/ Interview
A flexible attitude to working and willing to work evenings			Application/ Reference

Ability to present yourself in a professional manner and always uphold The Albion Foundation Values			Application/ Reference/Interview
Able to travel to and from work independently			Application
Reliable and dependable			Interview

Equality & Diversity

Must be able to recognize discrimination in its many forms and adhere to Foundation's Equality policies			Interview
Able to work within a diverse community and draw on individual strengths to promote equality & diversity.			Interview

Additional information

This job description aims to provide a guide to the main roles and responsibilities involved in the post at the date that it is drawn up; it does not provide an exhaustive list.

TAF (The Albion Foundation) changes to meet the demands of customers and stakeholders, therefore duties included in the role may change and job descriptions will be reviewed and updated accordingly. Employees are expected to be adaptable and employ a flexible approach to their work.

All staff are expected to:

- Demonstrate and uphold TAF's values, adhering to the Staff Code of Conduct.
- Conform to TAF's Safeguarding policy, demonstrating a commitment to safeguarding and the welfare of all young people and vulnerable adults.
- Conform to TAF's Equality and Diversity policy and championing improvements.
- Attend and participate in INSET/training days and continually commit to build on your personal Continual Professional Development.