

Community Engagement Coordinator – 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.

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| Job Title | Community Engagement Coordinator |
| Reports to | Community Engagement Manager |
| Contract term | 12-month Fixed Term contract |
| Department | Community Engagement Team |
| Salary Band | £25,000 - £28,999 |

Job purpose:

To coordinate, lead and promote sessions in the local community for both young people and adults surrounding West Bromwich Albion FC in the Sandwell borough.

This will include planning, monitoring and evaluation of sessions and activities. This is to help grow, maintain and enhance the quality of the provision on offer for young people.

The successful candidate will lead on a mix of new and existing programmes, providing the local community with opportunities to increase their physical activity levels and create better healthier habits.

Key responsibilities:

- To lead on programmes which fall within the community engagement team, including youth engagement activities such as Premier League Kicks (PL Kicks), Violence Reduction (VRU) and the Cyrille Regis Legacy, Strike A Change programme, plus other youth initiatives and adult fitness initiatives such as Inclusive Communities fund.
- To support all funded programmes to hit or surpass key performance indicators and that outcomes are achieved in line with Premier League and other funding demands.
- To be responsible for the line management of staff within the Community Engagement Team, including part time, zero-hour staff and volunteers. This will include: CPD, recruitment, support, development and quality assuring.

- Regularly and positively promote Community Engagement activities and programmes via social media; sessional branding and capitalise on the TAF media team to demonstrate impact with individual stories quarterly.
- Proactively quality assure all Community Engagement sessions each term and provide feedback for improvements.
- Be the crucial link to share good practice with other Engagement and Foundation projects.
- Build a comprehensive holiday offer for ages 8-18 years old, including opportunities for experiences, rewards and education.
- Create new opportunities for adults to engage with us through physical activities.
- Increase the opportunity for PL Kicks participants across the borough to engage in more sporting activities.
- Work with key stakeholders/partners to ensure that all targets and guidelines are met quarterly – Police, Local Authorities, Violence Reduction Unit, and Youth/Adult Services.
- Work in partnership with other agencies to ensure the right participants are targeted, supported including offering quarterly educational workshops.
- Further develop and actively seek new partners to increase engagement with groups and develop programmes that reflect local need with the evidence through youth consultation.
- Ensure all safeguarding requirements are adhered to, staff and volunteers have access to appropriate training and support and young people are aware of safeguarding issues that they may face and are provided with strategies to increase their personal safety.
- Complete quarterly impact reports that will contribute to the mid-year and year end PL Kicks monitoring reports, including the production of two high quality case studies that demonstrate impact on individuals and maintain accurate records on VIEWS/Salesforce system including, delivery and relevant outcomes. Other reporting requirements that may be necessary for other funders.
- Work closely with Education, Sport and Disability Coordinators to signpost participants to programmes, support and intervention both within The Albion Foundation and to other providers.
- Implement a rewards system linked to West Bromwich Albion Football Club; including match day experiences, competitions and player / Club personnel involvement.

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

Community Engagement Coordinator – Person Specification

| Education & Qualifications | Essential | Desirable | Measured |
|--|-----------|-----------|-------------|
| Degree or equivalent qualification | | ✓ | Application |
| FA Level 2 Coaching Football | ✓ | | Application |
| Level 3 Personal Trainer | | ✓ | Application |
| Multi Skills Level 2 | | ✓ | Application |
| FA First Aid & Safeguarding Qualification | | ✓ | Application |
| Knowledge & Experience | | | |
| Knowledge of local communities and demographics | ✓ | | Interview |
| Understanding of child protection and health and safety | ✓ | | Interview |
| Understanding of Prevent and characteristics of targeted groups | ✓ | | Interview |
| Knowledge and understanding of child protection issues including holding a current FA Safeguarding Children Workshop certificate or equivalent | ✓ | | Interview |
| Must be a good practitioner and have proven track record of coaching within the girls and women's game | ✓ | | Interview |
| An appreciation and experience of mentoring, leading and developing young females | ✓ | | Interview |
| Experience of coaching young players | ✓ | | Interview |
| Experience of planning and delivering educational sessions in a school environment | ✓ | | Interview |
| Working across a public, private and voluntary sector in a multi-agency approach | ✓ | | Interview |

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| Activity planning and a sound knowledge of the workings of a football club | ✓ | | Interview |
| Skills & Abilities | | | |
| To use initiative, be adaptable to changing delivery environment | ✓ | | Interview |
| Excellent verbal communication | ✓ | | Interview |
| Be able to connect and relate to young people who display challenging behaviour | ✓ | | Interview |
| Strong commitment to high standards and quality delivery | ✓ | | Interview |
| Ability to encourage, engage, motivate, build relationships and inspire participants and staff | ✓ | | Interview |
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| Personal | | | |
| Ability to work efficiently on own initiative and maintain a high standard of work | ✓ | | Interview |
| A positive attitude to flexible working | ✓ | | Interview |
| Hold a valid clean driving licence and have access to own transport | ✓ | | Pre-employment checks |
| Reliable and dependable | ✓ | | Interview |
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| Equality & Diversity | | | |
| Must be able to recognise 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 |
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| 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.