

Youth 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.

Job Title	Youth Engagement Coordinator
Reports to	Community Engagement Manager
Contract term & hours	<p>Full time, 12-month Fixed Term contract 37.5 hours per week</p> <p><i>This position will require flexibility, including evening and weekend work to ensure full engagement with community groups and programmes. The role will involve regular travel within the local community, so a driving licence and access to a vehicle may be required.</i></p>
Department	Community Engagement Team (Go Local)
Salary Band	£29,000 - £31,000 pro rata

Job purpose:

The Youth Engagement Coordinator will lead, design and deliver high-quality sport and physical activity programmes that engage young people, particularly those from underserved or at-risk backgrounds. The role uses sport as a tool to improve physical health, mental wellbeing, personal development and social outcomes, while reducing anti-social behaviour and increasing positive life opportunities.

Key responsibilities:

Programme Delivery & Development

- To coordinate well established youth programmes at TAF including Premier League Kicks, HAF (Holiday Activities and Food camps) and various other funded youth provision, achieving all KPI's and funding requirements.
- Work closely with the Community Engagement Manager to launch new youth sessions utilising new funding streams to address local need.
- Plan and deliver high-quality, engaging sport and physical activity sessions in community settings, schools, and targeted locations.
- Develop structured programmes that combine sport with personal development themes (e.g., teamwork, resilience, leadership and life skills).
- Adapt delivery to meet the needs of different groups, including disengaged or vulnerable young people.
- Ensure sessions are inclusive, safe, and aligned to national governing body standards where appropriate.
- Ensure all funded programmes meet the KPI's and expectations of funders.
- To line manage team members within the community engagement team, guiding them to flourish and reach their potential.

Youth Engagement & Mentoring

- Create a clear, structured mentoring programme for young people attending our provision.
- Coordinate the out of hours and holiday delivery model.

- Build strong, positive relationships with young people through sport.
- Use sport as a platform to engage “hard-to-reach” groups and reduce barriers to participation.
- Provide informal mentoring and act as a positive role model.
- Support the development of young leaders, volunteers, and peer mentors.

Community Outreach & Partnerships

- Work closely with schools, youth services, local authorities, and community organisations to identify and engage participants.
- Support referral pathways for young people at risk of exclusion or anti-social behaviour.
- Deliver outreach sessions in priority communities and targeted areas.
- Ensure there is a multi-disciplinary team approach internally at The Albion Foundation (example, sharing best practice with other departments, attending CPD and including media & marketing into short & long-term plans).

Safeguarding & Welfare

- Ensure all sessions are delivered in line with safeguarding policies and procedures.
- Identify and respond to any safeguarding or welfare concerns.
- Create a safe, supportive, and inclusive environment for all participants.

Monitoring, Evaluation & Impact

- Quality assure programmes and delivery to ensure we are delivering our best products.
- Track participation, engagement, and progression of young people through Able & Salesforce.
- Collect data and case studies to evidence impact.
- Contribute to reports for funders, partners, and stakeholders.
- Use feedback to improve programme quality and outcomes.

Administration & Logistics

- Maintain registers, risk assessments, and session plans in a timely manner.
- Manage equipment and ensure it is safe and fit for purpose.
- Support scheduling and coordination of activities across multiple sites.

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

Education & Qualifications	Essential	Desirable	Measured
Degree or equivalent qualification		✓	Application
Coaching Football UEFA C/Level 2 (or equivalent sport)	✓		Application
Youth Work/Mentoring Level 2	✓		Application
Multi Skills Level 2		✓	Application
FA First Aid & Safeguarding Qualification	✓		Application
Knowledge & Experience			
Experience of coordinating funded programmes in community and school environments	✓		Interview
Experience delivering sport or physical activity sessions to young people from diverse backgrounds	✓		Interview
Experience delivering high quality sport-based mentoring or diversionary programmes	✓		Interview
Knowledge and experience of working in partnership with local agencies, partners and schools	✓		Interview
Skills & Abilities			
To use initiative, be adaptable to changing delivery environment	✓		Interview
Excellent verbal and written 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
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
Equality & Diversity			



Be part of our family

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

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.

What Success Looks Like in This Role

- Increased participation of young people in funded programmes
- Positive behaviour change and improved wellbeing
- Strong relationships with local partners and communities
- Clear evidence of impact against programme outcomes