

AFC Bournemouth Community Sports Trust

Job Description



Job Title	Football Activity Co-ordinator
Reports to	Head of Community
Location	Bournemouth, Poole and Christchurch
Hours	Full-Time
Job Description	To support successful delivery of the Trusts targets in partnership with key stakeholders.
Remuneration	£20,000 - £24,000

Role Accountabilities & Key Duties	
1	Plan and coordinate programmes/projects to deliver the targets to retain and grow participation for male, female and disability players
2	To take specific responsibility for work with grassroots football in increasing understanding and awareness of key issues and barriers i.e. for women's and girls, disability and other under-represented groups to meet potential for growth
3	Analyse and use national and local data & insight to design and deliver customer focused services
4	Contribute to raising the profile and the perception of the Community Sports Trust in leading and developing community football.
5	Identify, manage and develop relationships with key partners to meet the objectives and targets.
6	To undertake any other duties the job may require

Requirements		Essential	Desirable
1	Practical experience of Sports / Football Development		
2	Demonstrate a working understanding and application of inclusion, equality and anti - discrimination, safeguarding and best practice		
3	Ability to work with partner organisations to deliver Football Development objectives		
4	Developing goal setting/strategic delivery plans		
5	Monitoring and evaluation		
6	Knowledge of the structure and organisations within football		
7	Knowledge of partner organisations		
8	Sports development/other relevant qualification		
9	Project management skills/experience		
10	Experience of report writing		
11	Good IT skills		
12	Hold a current full driving licence and access to a vehicle		
13	Willing to participate in and undertake training as necessary		
14	Ability to meet deadlines effectively		
15	Excellent communication, negotiating, mediating and interpersonal skills, in particular, an ability to relate well to young people, parents/carers, colleagues and professionals		
16	A courteous, positive and 'can do' problem solving approach		
17	An ability to form good working relationships with colleagues and to work cooperatively in a team		
18	Ability to work on own initiative		
19	Be able to work flexible hours (including evenings and weekends)		

AFC Bournemouth Community Sports Trust values the diversity of its workforce and welcomes applications for all sectors of the community (Equality Act 2010).

AFC Bournemouth Community Sports Trust expects all staff to work effectively as part of a team or teams, delivering high quality support to staff, participants and customers. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues, participants and customers both formally and informally, offering guidance and information in accordance with AFC Bournemouth Community Sports Trust guidelines, policies and procedures when requested and contributing to the maintenance of the AFC Bournemouth's environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required.

Considerable importance is attached to the public relations aspect of all work undertaken by AFC Bournemouth Community Sports Trust staff. It is a prime objective therefore that staff will at all times project to the public the image of AFC Bournemouth as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

AFC Bournemouth Community Sports Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role. All positions with AFC Bournemouth Community Sports Trust are offered only on successful completion of an enhanced DBS check.