

AFC Bournemouth Community Sports Trust

Job Description



Job Title	Hub Development Officers x2
Report To	Head of Community
Location	Ringwood
Hours	Full-Time
Job Description	The post holder will ensure the continued improvement in standards of service delivery through participation via school links, out of school hour activities, coach education and mentoring, community club development, college links and opportunities for potential progression pathways. The Hub Development Officer will be responsible for carrying out the above objectives and complying with the funding regulation by The Trust and to be aware of other funding regulations from the Premier League or others. This job will be multi-disciplined and will require the post holder to work within Ringwood and the surrounding areas. You will liaise and work closely with AFC Bournemouth and other partners to assist with development and community club links across the area.
Remuneration	£22,000-£24,000

Role and Responsibilities	
1	To lead in the organisation, planning, promotion and delivery of activities
2	To assist in the development of sports provision in designated communities and/or with target groups (including Multi-sport)
3	To undertake the safe delivery of sports activities to current governing body standards and code of practice
4	To work with local schools and support the establishments of school's provision, including after schools' clubs, competitions and school holiday sessions
5	To ensure health and safety guidelines are enforced
6	To create a structured link with local organisations, develop a clear pathway for participants
7	To prepare session plans, evaluations and information as required and provide coach mentoring
8	Ensure participation registers are correctly completed and complete any monitoring and evaluation systems as required for the role
9	Promote the value of sport in the community
10	To work closely with all staff members in organising AFC Bournemouth Community Sports Trust activities
11	To gain knowledge and complete funding bids for AFC Bournemouth Community Sports Trust activities
12	To undertake any other duties the job may require

	Requirements	Essential	Desirable
1	A minimum of FA Level 2 Qualification – FA Level 3 (UEFA B) preferred		
2	A recognised up-to-date First Aid Qualification		
3	An up-to-date FA Child Protection certificate		
4	Graduate/Graduate calibre		
5	Experience of Sports/Football Development		

6	Experience of working/engaging young people in a coaching environment		
7	Ability to work strategically with partner organisations to deliver sports/football development objectives		
8	A minimum of 3 years proven Sports Development experience		
9	A proven experience of working/engaging with a varied age range at a community level		
10	Be able to work flexible hours (including evenings and weekends)		
11	Hold a current full driving licence and access to a vehicle		
12	Have an outgoing personality with the ability to work with a varied age group of young people and adults		
13	Excellent communication, written and verbal and presentation skills		
14	Good organisational skills and an understanding of IT		

How to Apply

Please send your CV and covering letter to
Head of Community, Steve Cuss
steve.cuss@afcb.co.uk

AFC Bournemouth Community Sports Trust is an equal opportunities employer and ensures that staff and volunteers are able to achieve their full potential. AFC Bournemouth Community Sports Trust values the diversity of its workforce and welcomes applications from all sectors of the community (Equality Act 2010).

We actively encourage applications from women, and individuals from ethnically diverse communities.

*For further information on accessibility within the stadium please **click here**.*

AFC Bournemouth Community Sports Trust is committed to protecting all children, young persons, and adults at risk in its care or attending its premises and expects all staff and volunteers to share the same commitment.

For all positions where a DBS check is required, an offer of employment will be subject to receipt of satisfactory disclosure at the appropriate level.

Any and all potential agreements, relationships or commitments that could be considered a conflict of interest should be disclosed upon application to this vacancy by emailing steve.cuss@afcb.co.uk. You will also be asked whether you have any conflicts to disclose upon receipt of your application.

Satisfactory references will be required for all positions, your eligibility to work with the community sports trust will be subject to receiving appropriate referencing.

We strive to create a positive and safe environment and ensure all who interact with the club feel safe, protected, and heard.

AFC Bournemouth Community Sports Trust can exercise their right to perform external searches and to confirm information provided by candidates. It does not retain any data during this process.