



<b>Job Title:</b>	Football Development Officer	<b>Reports To:</b>	Community Manager & Powerleague Regional Manager
<b>Location:</b>	Regional	<b>Department:</b>	Black Prince Trust Vauxhall Site
<b>Hours:</b>	35 per week with some evening and weekend hours as required 12 month rolling contract	<b>Salary:</b>	£25,000 per annum
		<b>Benefits:</b>	28 days holiday per annum, non-contributory pension scheme etc

### Role Purpose

- To support and implement the Black Prince Trust (BPT) and Powerleague Vauxhall/Nine Elms Football Development Plan (FDP), creating strong relationships, partnerships and engagement with the local community and delivering positive outcomes in line with the strategy.

### The Essence of the Role / Key Accountabilities

#### Responsibilities include but are not limited to: -

- Oversee community football delivery from the Powerleague Vauxhall site and Nine Elms sites within "Community Access" hours (plus any additional sites acquired in the local area)
- To support the Community Manager at BPT in the development & delivery of the Football Development Plan that focuses on key strategic social and CSR outcomes.
- Develop and expand new and existing partner relationships leading towards a clear community agenda across all sites. Incorporating coach education, holiday programmes, schools' engagement & competitions and football based educational programmes.
- To work with the BPT Community Manager on funding bids to increase the community football agenda across all sites.
- Develop and sustain partner relationships with local youth and adult football clubs to promote and maximize site usage incorporating Powerleague products e.g. football leagues; female football, football parties, corporate events.
- To work with the BPT Community Manager on building a football volunteer programme to enhance and grow sustainable community football provision across the sites.
- Ensure all participation information in relation to community football delivery across all the sites are recorded on an identified monitoring and evaluation (M&E) system (specifically Upshot).
- Produce quarterly M&E reports to London Borough of Lambeth, BPT and Powerleague management on the users of the sites incorporating community, partner and league users.
- To build sustainable partnerships with local Primary and Secondary Schools to deliver on site football tournaments and maximize school holiday programmes.
- Develop a training & development agenda including delivery of football related qualifications, organising work experience and placements, working with relevant T&D partners across Lambeth.
- Design and manage content for social media channels (of all parties) in relation to football delivery across all the sites.
- Develop a 'blueprint' community football development model for other Powerleague sites across London/the UK
- Work with the Powerleague Foundation and other partners e.g. Patron Capital across synergistic programmes and social outcome agendas

**Specific tasks include:**

- Responsibility for the development and implementation of the FDP.
- Developing and managing relationships with existing and potential partners to deliver the FDP.
- Recording personal information and attendances on the identified M&E system to evidence the impact of community football across all sites.
- Completing detailed risk assessments on football delivery locations in line with BPT's and Powerleague Health and Safety Policy
- Managing social media platforms in relation to football following the social media strategies for Black Prince Trust and Powerleague.
- Communicating pan site football news, opportunities and events to the wider community via website stories and updates.
- To undertake any other tasks as reasonably required within the grade and overall functions of the post.

**Person Specification**

<b>Essential</b>	<b>Desirable</b>
<p><b>Competencies and Behaviours</b></p> <ul style="list-style-type: none"> <li>• Pro-active self-starter.</li> <li>• Can operate under minimum day to day supervision with limited levels of support.</li> <li>• Can operate flexible hours including evenings and weekends when required.</li> <li>• Personable and approachable.</li> <li>• Strong written and verbal communication skills.</li> <li>• Community driven.</li> <li>• Partnership mindset.</li> </ul> <p><b>Technical Skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Proficient in using Social Media.</li> <li>• IT Competent – Word, Excel.</li> </ul>	<p><b>Technical skills and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a similar multi- site environment.</li> <li>• Knowledge of Monitoring &amp; Evaluation Systems.</li> <li>• Community consultation experience.</li> <li>• FA level 1/2 coaching qualification.</li> <li>• First Aid Trained.</li> <li>• Experience in the 'Sport for Development' sector.</li> </ul>

*This job description describes the main elements of the role however a hands-on, flexible and proactive approach is expected and as such this document is not intended to be comprehensive or permanent. This job description is subject to review on an ongoing basis.*