



ROLE INFORMATION PACK

COMMUNITY DEVELOPMENT OFFICER



**Swindon Town FC
Community Foundation**



Job Title: Community Development Officer

Reports to: Assistant Head of Foundation

Hours: 40 pw

Salary: £28k – £32k dependant on experience

We are looking for a Community Development Officer who is passionate about developing thriving and successful Community Development Programmes. We are seeking a driven, energetic, and ambitious individual to plan and deliver our structured programmes in line with our charitable objectives and targets. Candidates will have the tenacity to achieve targets and the creativity to overcome challenges. Candidates must have the ability to inspire and motivate people from all backgrounds and communities.

JOB DESCRIPTION





OUR MISSION

Swindon Town FC Community Foundation delivers a wide range of programmes in Swindon and the surrounding areas. These programmes are delivered with the aims of engaging, participating and achieving.

This is done by increasing sports participation, whilst looking to improve the allegiance between the local community and their professional football club. The Foundation aims to achieve this whilst meeting the aims and objectives, and themes of the Premier League and the EFL, including Sports Participation, Education, Social Inclusion and Health. Swindon Town FC Community Foundation continues to strive to meet the highest professional standards to enhance and develop their programmes.



Swindon Town FC
Community Foundation



The Community Development Officer will work alongside the Assistant Head of Foundation to:

- Deliver a variety of comprehensive football coaching activities in the local community that are age appropriate, meet the needs of individuals and groups which are in accordance with the STFCCF scheme of work.
- To support with the development in all aspects of our Community Foundation including Sports Participation, Health, Social inclusion, and Education.
- Undertake administrative tasks related to the sessions that includes updating registers, consent forms, risk assessments, writing case studies that demonstrate impact of projects, and recording any outcomes and accreditations achieved by participants using relevant monitoring and evaluation systems.
- To work with our Assistant Head of Foundation to co-ordinate development of new projects.
- To liaise with parents and carers when appropriate.
- To lead, motivate, mentor sessional staff.
- Work with individuals and/or groups from a range of abilities, age ranges and varying backgrounds.
- To ensure Safeguarding is at the forefront of everything we do.
- To undertake appropriate training

ROLES AND RESPONSIBILITIES





EQUALITY AND SAFEGUARDING

EQUALITY

Swindon Town FC Community Foundation is committed to creating an inclusive and diverse environment and is proud to be an equal opportunities employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regard to pregnancy or maternity.

SAFEGUARDING

Swindon Town FC Community Foundation is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. This post requires Enhanced Criminal Records Checks and may include checks against the Barred Lists, as such it is exempt from Rehabilitation of Offenders Act (1974). Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared. Relevant information and/or documents will be distributed as part of the recruitment process.



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PERSON SPECIFICATION

EDUCATION/QUALIFICATIONS

UEFA C Badge (Level 2) – Current or Willing to Achieve

ESSENTIAL

UEFA B Badge

DESIRABLE

Current Safeguarding Certificate

ESSENTIAL

Safeguarding Welfare Officer course

DESIRABLE

Current First Aid Certificate

ESSENTIAL

Educated to degree level

DESIRABLE

Hold a valid full, clean UK driving licence.

ESSENTIAL

D1 Mini-bus Licence/eligibility

DESIRABLE

HLTA Level 3/4 Certificate

DESIRABLE

KNOWLEDGE AND EXPERIENCE

Working with young adults, primary and secondary school aged pupils

ESSENTIAL

Developing plans and strategies relating to your work within your organisation

ESSENTIAL

Monitoring and evaluating projects and initiatives

ESSENTIAL

Coaching within a sports development background

ESSENTIAL

SKILLS AND COMPETENCIES

Experience of using data management systems such as Views, Salesforce, etc.

DESIRABLE

Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook

ESSENTIAL

Ability to engage with people from all backgrounds and strong networking skills

ESSENTIAL

Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community

ESSENTIAL

Ability to develop and implement high quality, varied and creative projects and activities

ESSENTIAL

Ability to inspire, engage and educate people from all backgrounds and communities

ESSENTIAL

The ability to work independently

ESSENTIAL

SAFEGUARDING, EQUALITY AND INCLUSIVITY

Ability to work safely, in accordance with the Swindon Town FC Community Foundation safeguarding and Equality & Diversity Policy

ESSENTIAL





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To apply for this position please download and complete an application form, including a covering letter, returning it either via email to Shane@STFCfoundation.com, or in person to the reception at Foundation Park by Friday 6th November 2026.

If you have any questions or would like further information about the STFC Community Foundation and the work that we undertake in the community, then visit www.STFCfoundation.com or call (01793) 421303.

We look forward to receiving your application.

HOW TO APPLY



Swindon Town FC
Community Foundation





Swindon Town FC
Community Foundation

**Foundation Park
County Ground Lane, Swindon
SN1 2FD**

**Contact@STFCfoundation.com
(01793) 421303**

www.STFCfoundation.com



Main Sponsor



CHARITY NUMBER 1121820

