



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: £28 – 30k 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.





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 increase the allegiance between the local community and their local professional football club. The Foundation aims to achieve this whilst meeting the aims and objectives, and themes of the Premier League and Football League Trust, 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:

- Plan and deliver high-quality, age-appropriate football coaching sessions within the local community, aligned to the STFCCF scheme of work, ensuring sessions are inclusive, engaging and development-focused.
- Support the development of participants across both Sports Development & Participation programmes, as well as Elite male and female pathways (U7-U18), contributing to their technical, tactical, physical and personal development.
- Work with the Assistant Head of Foundation to support the development and coordination of new projects and initiatives.
- Complete all associated administration, including registers, consent forms, risk assessments, monitoring and evaluation systems, and the production of case studies to evidence impact and outcomes.
- Build positive relationships with participants, parents, carers, partners & stakeholders, acting as a professional representative of the Foundation.
- Lead, mentor and support sessional staff to ensure high standards of delivery.
- Ensure safeguarding, equality and health & safety are embedded in all aspects of delivery.
- Engage in appropriate CPD to maintain and enhance professional standards and coaching qualifications.

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





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
afPE Level 3 Certificate in Supporting the Delivery of Physical Education and School Sport	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, returning it either via email to Andy@STFCfoundation.com, or in person to the reception at Foundation Park.

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.

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HOW TO APPLY





Swindon Town FC Community Foundation

**Foundation Park
County Ground Lane, Swindon
SN1 2FD
Contact@STFCfoundation.com
(01793) 421303**

www.STFCfoundation.com



Main Sponsor

