



JOB DESCRIPTION

SECTION: Crawley Town Community Foundation

JOB TITLE: Community Development Manager

POST RESPONSIBLE TO: Chief Executive Officer

Crawley Town Community Foundation is the charitable arm of Crawley Town FC, delivering a range and number of programmes to engage the most marginalised and vulnerable in the community. The Foundation bases its services on the belief that engagement through sport leads to the development of more than sports skills. It harnesses a sense of mutual respect and trust, widens horizons, raises aspirations and provides opportunities for people from all backgrounds.

By using the power of sport to engage, inspire and empower people, we deliver programmes and services in health and wellbeing, education, equalities and inclusion, employment, skills and training, community safety and regeneration, working through local, regional and national partnerships.

The role offers an exciting opportunity for a highly motivated and dynamic individual to join a progressive senior management team at the Foundation. We are seeking a driven, energetic and ambitious individual, with experience of working in the charitable and voluntary sector, to lead the community development team to further growth in line with the Foundation's charitable objectives.

The successful applicant will demonstrate an ability to communicate and engage with a diverse cross section of the community, with the ability of influencing effectively with commissioners, funders and other local, regional and national statutory, community and voluntary sector agencies.

As this position is a key appointment to the Foundation, you will have the tenacity to achieve targets and the creativity to overcome obstacles. You will be a leader and have the ability to inspire and motivate people from all backgrounds and communities.

JOB PURPOSE: The post holder will be responsible for the strategic coordination and overseeing the team in the delivery of a number of programmes and services, across a range of themes. These include, but are not limited to mental health/emotional wellbeing, women and girls' participation, social, equalities and inclusion, health and wellbeing, and community safety. Experience of working in these areas is an advantage.

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You can find out more about the range of projects at:

<http://www.ctcommunityfoundation.com/#!communitydevelopment/cgm5>

In addition to overseeing pre-existing programmes, the successful candidate will also play a key role in the growth of the Foundation, developing robust relationships with stakeholders and sourcing funding opportunities to expand the reach of the organisation. The post holder will have extensive fundraising experience and will be adept at managing multiple projects.

In general, this will mean –

- (i) Provide strategic direction for growth and expansion of the Community Development programme and the team
- (ii) Encourage partners to share their ideas and aspirations, and where feasible work with those partners towards developing appropriate programmes and services around local and regional need through successful fundraising
- (iii) Plan and deliver a varied and interesting community programme, directed at developing outreach work and with use of our own facilities
- (iv) Monitor and evaluate projects and produce reports, to the requirements of relevant aims and objectives of partners and/or funders to satisfy and justify funding

DUTIES/RESPONSIBILITIES AND KEY TASKS

1. To work with the Chief Executive Officer and/or agreed partners to achieve short-long term objectives, which support the development of the Foundation, providing regular reports on progress as and when necessary.
2. To manage, show leadership and take responsibility of the team for the delivery of programmes and services. This will frequently necessitate face-to-face work with people from all sections of the community and the supervision of regular activity and sessions. The precise focus will depend on the project in question.
3. To give on-going support, advice and to manage paid and voluntary staff with quarterly progress reviews and annual appraisals, maintaining a sense of common purpose.
4. To maintain or, if necessary, set up structures and networks for promoting good practice.
5. To give advice and assistance to key organisations in relation to organisation, football and community development.
6. Collect information relating to performance management as set out in the Service Level Agreements and as directed by the Foundation and/or their partners, working to objectives.



7. To establish and maintain strategic links with other organisations / partners locally, regionally and nationally, with a view to keeping abreast of good practice in football / community development and its related fields, as well as disseminating information to colleagues as required.
8. To liaise internally, with other departments of the Foundation, Club and with other statutory and voluntary agencies to promote best practice, partnership working and to ensure the best use of resources and information.
9. To attend meetings locally, regionally and nationally as required – this can involve internal Foundation meetings, local community organisations, inter-agency meetings to provide progress reports, offer advice on the needs and concerns of local people, and present options as to address those needs. Meetings with national organisations like the Premier League, English Football League and FA will also be required.
10. To contribute to programme development within the Foundation.
11. To comply with appropriate budgetary control systems including the ordering of goods and services.
12. There will be a requirement to work flexible hours including a significant amount of evening, weekend work and/or integrated hours.
13. To carry out such other duties commensurate with the grading of the post as may reasonably be required by the Chief Executive Officer.

Health & Safety:

1. To be responsible for the safety, health and welfare of himself/herself in accordance with the Health and Safety at Work Act 1974, related legislation, the Club's Safety Policy, and operating guidance notes produced by the Foundation.
2. The post holder will also be expected to promote the Foundation's policies and procedures on Health and Safety.

Protection of children and vulnerable adults:

Crawley Town Community Foundation is committed to keeping children, young people and vulnerable adults safe from harm. The successful candidate will be subject to Enhanced DBS checks and additional safeguarding training.

1. The post requires regular contact with under 18's and with adults at risk in a supervisory role.
2. The post requires collection of information about children and adults at risk taking part in activities.
3. The post involves carrying out risk assessments on activities/facilities relating to children's and young people's events.



4. The post involves establishing operating procedures within the section that impact on children's events.

PERSON SPECIFICATION

Education, training and qualifications:

Essential:

Applicants will need to possess the following:

- Minimum of the 1st 4 Sport Level 2 Certificate in Coaching Football or other Sport.
- A proven track record of working in community and football / sports projects.
- Manage budgets and financial control.
- The ability to lead the team and to work alone.
- A good understanding of how to develop links with partners and the community, working to national, regional and local strategies
- Knowledge of community safety and on how various schemes can make an impact within this area.
- The successful candidate will require excellent organisation skills and be able to communicate effectively with a wide range of partners. You will be enthusiastic and have a pro-active approach to working unsociable hours as the post will require evening and weekend work.
- Enhanced DBS.
- Satisfactory references.

Desirable:

- A Degree or HND in a sport/community related subject.
- National Governing Body qualifications in a variety of sports.

Particular skills and abilities:

Essential:

Knowledge and understanding of:

- Strategic planning and fundraising
- Staff management
- Planning and delivery of community coaching sessions
- Coaching methods to engage mixed ability groups
- Coaching a variety of age groups
- Working and adapting to coach in different environments
- Safeguarding and protecting children and young people
- Planning delivery with partner organisations

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- Community development principles
- Able to demonstrate an understanding of working with children and young people in a Community Development context
- Excellent verbal and written communication skills

Desirable:

Knowledge and understanding of:

- Working with special needs groups.
- Physical Education especially around Key Stage 1 & 2
- Sports Development
- Long Term Player Development Model
- Establishing community groups and clubs

Interests and motivation:

Essential:

- Self-motivated, ambitious, resilient, enthusiastic and committed.
- Evidence of involvement in a range of sport and physical activities.
- A desire to use sport to bring about positive social change
- Good understanding of IT and administrative tasks.

Desirable:

- Good insight into current sporting and community development issues.

Commitment:

Essential

- A willingness to work unsociable hours
- Driving Licence
- Access to a motor vehicle

Salary: £23,000 - £30,000 depending on experience

How to apply:

Please send your CV and covering letter by email to recruitment@crawleytownfc.com

Closing Date: Wednesday 31st January at 5pm

Interview dates:

Ongoing, with final interviews taking place w/c 5th February 2018

Please note that the job will be subject to satisfactory references and Enhanced DBS procedure

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