



**COMMUNITY
FOUNDATION**

TRUST
PARTN**E**RSHIP
SHARE
COMM**I**TMENT
NET**W**ORK
COLLAB**O**RATE
SUPPORT
WORK



Job

Application pack



Our Mission

To work with AFC Fylde and local organisations to use the brand of football and the power of sport to engage, empower, and enable the Fylde population to fulfil their potential and thrive.

Our Aim

To engage all members of the Fylde community, enabling them to make a positive difference to their lives and addressing the inequalities that exist across our communities.

Our Values

- 1 Collaborative in all we do
- 2 Inclusive and Diverse in our approach
- 3 Innovative in our actions
- 4 Supportive of our team
- 5 Ethical and Transparent
- 6 Environmentally Sustainable





Job Vacancy

Community Engagement Manager

Hours: 37.5 hours per week, inc. some evenings and weekends

Length of Contract: Permanent

Salary: £27,000 - £31,999 per annum (dependent on experience)

Location: Borough of Fylde

Role Summary:

- AFC Fylde Community Foundation is recruiting a Community Engagement Manager to join its successful and respected team. The postholder will form part of the Senior Management Team, providing inspirational leadership, effectively overseeing and managing all community projects, and develop relationships with stakeholders.
- The postholder will need an excellent understanding of community engagement, a range of business development skills, the ability to effectively manage a team and to display behaviours that are in line with the Foundation's Values.

Guidance and Authority:

- The Community Engagement Manager will report directly to the Chief Executive Officer, and will have a number of direct reports.

General:

- Cooperate fully with colleagues and be flexible when assisting them in response to the business needs of the Foundation.
- Ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation, or harassment of any description and to promote positive working relations amongst employees and customers.
- This job description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the group.





Main Duties:

- Be accountable for all projects and activities linked to Community Engagement within the Foundation strategy.
- Inspirationally lead and manage the performance of the Community Engagement team to reach identified goals. This will include setting performance targets, monitoring achievements and effectively tackling any poor performance.
- Become an important member of the Senior Management Team, adding experience, influence and value.
- Work with the Chief Executive Officer to identify, apply for and report on relevant grant applications and tendering opportunities.
- Manage all aspects of project delivery, including but not limited to finances, staff performance, outcomes and stakeholder engagement.
- Create and develop a range of partnerships and commercial opportunities, including the planning of events and fundraisers.
- Collect and collate the required monitoring and evaluation information, business intelligence and insights on current and future projects.
- Manage a range of Foundation policies, including regular reviews and updates.
- Be a flexible member of the Foundation team and when requested assist in other duties as may be reasonably required to, including evenings and weekends.





Health and Safety:

- Fully endorse, demonstrate, and carry out the Foundation's health and safety policy.
- Comply with all group policies and statutory regulations relating to health and safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of any specific hazards in your workplace and assist if required with the amending of risk assessments periodically.
- Have a full knowledge of procedures for evacuation with regards to fire safety.
- Identify and report maintenance requirements or hazards within the workplace and encourage any workforce to do the same to avoid injury.

Safeguarding:

- The Foundation is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.
- The employee must act to protect all young people and vulnerable adults that are in their care or attending the group's premises. The employee must report any misconduct or suspected misconduct to the Foundation's Safeguarding Officer and Chief Executive Officer.

Person specification:

All are deemed essential unless otherwise stated.

Qualifications

- Full driving license and the use of vehicle
- Health and safety (desirable)
- Safeguarding (desirable)
- Leadership and Management (desirable)

Knowledge

- Roles and responsibilities of a professional sports foundation / football club community organisation
- How organisations contribute to the value of local communities
- How social and political environments affect community focussed organisations
- Monitoring and evaluation systems, including demonstrable experience of financial reconciliation
- What is required when planning events and fundraisers
- Capability Code of Practice (desirable)
- Good knowledge of the local community and associated social issues (desirable)

Person specification (continued):

All are deemed essential unless otherwise stated.

Experience

- Leading projects, from inception to completion, including managing budgets
- Performance management and mentoring
- Stakeholder management and partnerships
- Business development
- Governance, compliance and regulation
- Senior leadership role within the community/sport/health and wellbeing sector (desirable)
- Bid writing and project management (desirable)
- Relevant qualification or experience related to supporting hard-to-reach groups (desirable)

Skills and Abilities

- Excellent communicator, with the ability to work effectively with people across different organisations and levels
- Outstanding planning and organisational skills
- Commitment to fairness, diversity and equality
- Competent and confident networker
- Be supportive, fair and honest with colleagues
- Must be friendly, approachable, confident and articulate
- Ability to obtain a clean enhanced DBS qualification





Equal Opportunities:

- AFC Fylde Community Foundation is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Benefits:

- Company pension scheme
- 33 days annual leave (including bank holidays)
- Access to charity worker discounts
- Bespoke Learning and Development programme
- Free Holiday Camp places for age related dependants
- Staff uniform
- Free on-site parking
- Company pension scheme
- Employee of the Month rewards

Job Review:

- The job description will be reviewed periodically to take into account changes and developments in service requirements. Any changes will be discussed fully with the post holder.

How to apply:

- To formally apply, C.V. (2 pages maximum) and covering letter (2 pages maximum) must be submitted via email to the Foundation's Chief Executive Officer, Chris Brannigan, at chris.brannigan@afcfylde.co.uk by Wednesday 19th March, 17:00. Please clearly outline within your application how you meet the Person Specification. Proposed first stage interviews will be held w/c 24th March.
- We recommend applying early as we reserve the right to close the application process before the above closing date.
- For any further information or to discuss the vacancy, please email chris.brannigan@afcfylde.co.uk





**COMMUNITY
FOUNDATION**

COME ON YOU
BORNTOBEFYLDE



community@afcfylde.co.uk



afcfyldefoundation.co.uk



01772 598856



1163911