



**COMMUNITY  
FOUNDATION**

**T**RUST  
**P**ARTN**E**RSHIP  
**S**HARE  
**C**OMM**I**TMENT  
**N**ET**W**ORK  
**C**OLLAB**O**RATE  
**S**UPPORT  
**W**ORK



**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

## Champions Project Co-ordinator

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

**Length of Contract: Fixed Term until 31st March 2026**

**Salary: £26,000 per annum + benefits**

**Location: Borough of Fylde**

### Role Summary:

- AFC Fylde Community Foundation is recruiting a Project Co-ordinator to join its successful and respected team to lead its Champions project. The role will include working with individuals and groups of young people involved or at significant risk of becoming involved in crime and anti-social behaviour to find positive outcomes.
- Funded by the Lancashire Violence Reduction Network (VRN), the Champions project is a youth intervention programme that aims to reduce reoffending, by establishing positive relationships with young people. The programme supports young people referred in by partner agencies such as police, youth justice, schools and prisons, to divert young people aged 10 to 25 years old away from crime.

### Guidance and Authority:

- The Champions Project Coordinator report directly into the Community Engagement Manager.

### General:

- Cooperate fully with colleagues and be flexible when assisting them in response to 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.
- The above 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 Role and Responsibilities:**

- Provide one-to-one and group mentoring support young people at risk and/or involved in youth anti-social behaviour or crime.
- Develop individual personal development plans to help participants achieve their best and reduce reoffending.
- Effectively manage the caseload of referrals received from external stakeholders, i.e. schools, police, youth justice.
- Mentor and develop working relationships with the young people and their parent/guardians, relevant to the project area, signposting to additional internal and external activities.
- Develop and maintain positive relationships with a range of stakeholders such as Lancashire VRN, Lancashire Police, Fylde Council, including attending relevant network meetings.
- Collect the required monitoring information and ensure it is recorded accurately on the VIEWS on-line monitoring and evaluation system.
- Create case studies to highlight the impact of the project and the positive changes young people have made.
- Ensure all activities are correctly monitored with the appropriate risk assessments and health and safety procedures put in place.
- Be a flexible member of the AFC Fylde Community Foundation team and when requested assist in the delivery of other projects and activities 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 (essential):**

### **Qualifications & Experience**

- Hold a recognised Youth Work qualification (or relevant lived experience)
- Emergency First Aid
- Hold a safeguarding qualification or evidence of recent professional training
- Experience of working with young people in a youth work setting to achieve successful outcomes
- Proven track record of working with people at risk of involvement in violence and affecting positive change in behaviour
- Experience of working alongside key agencies including youth offending teams, youth services and police to manage risks they may face
- Experience of monitoring and evaluating youth intervention programmes.
- Full UK Driving License and use of a vehicle.

### **Knowledge & Skills**

- Excellent verbal and written communication skills.
- Ability to effectively plan and prioritise own work and workload of others
- Ability to be proactive and decisive when leading programmes/ projects.
- Have an understanding of the local communities and the challenges that it faces
- Have the confidence and competence to talk to young people who may be distrusting of adults.
- Perseverance with young people who are hard to work with, looking beyond challenging behaviour and recognising vulnerabilities which underpin this.
- Have excellent knowledge of local referral agencies, and the ability to engage them in the project
- An awareness and understanding of wider issues such as exploitation, gangs, domestic violence, community violence



## **Person specification (essential) continued:**

### **Personal Qualities**

- Self-motivated and the ability to work well within a team
- Confident and articulate
- Ability to perform under pressure and respond calmly to competing demands
- Must have a 'can do' attitude
- Committed to continuous professional development

## **Person specification (desirable):**

### **Qualifications & Experience**

- Mental Health First Aid Qualification
- Have undertaken Trauma Informed training
- Educated to degree level in a community/youth related subject (or equivalent)

### **Knowledge & Skills**

- A sound understanding of Equality and Diversity and the challenges of engaging with underrepresented groups.
- An understanding of Fylde and the surrounding geographical areas.
- Knowledge of relevant government policy and in particular how it relates to AFC Fylde Community Foundation.





## **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, a C.V. (2 pages maximum) and covering letter (2 pages maximum) must be submitted via email to the Foundation's Deputy Chief Executive Officer, Brett Whitehead at [brett.whitehead@afcfylde.co.uk](mailto:brett.whitehead@afcfylde.co.uk), by Wednesday 19th March, 17:00. Please clearly outline within your application how you meet the Person Specification. Interviews will be held w/c 24th March.
- For any further information or to discuss the vacancy, please email [brett.whitehead@afcfylde.co.uk](mailto:brett.whitehead@afcfylde.co.uk)





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COME ON YOU  
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01772 598856



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