



**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

Youth Engagement 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 Youth Engagement Coordinator to join its successful and respected team. The post holder will lead on our new Youth Prevention programme and support the delivery of our Education, Employability & Skills projects. The role will include working with individuals and groups of young people to deliver tailored support that increases young people's development and equips them with the tools to make positive choices and preventing future involvement in anti-social behaviour (ASB).
- The role requires a passion for delivering both group and one-to-one support through programme delivery, activities and events. There will also be a requirement to network with local agencies in the public, private and voluntary sectors to deliver positive outcomes for project participants such as jobs fairs, mock interviews, keynote speakers and work placements.

Guidance and Authority:

- The Youth Engagement 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 to primary school aged children, who have been formally referred and require early intervention support.
- Provide tailored support to families to improve their relationships, health and wellbeing.
- Effectively manage relationships with partner schools and liaise with key staff regarding pupil's behaviour and progress.
- 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.
- Provide one-to-one and group mentoring support to 16–18-year-olds, whilst developing individual learning plans to help participants achieve their best and identify suitable exit routes into employment, education or training.
- Develop and maintain positive relationships with a range of stakeholders such as Lancashire PCC, Premier League Charitable Fund, Fylde Council, Job Centre Plus, DWP, YMCA, Lancashire County Council and partner schools, including attending relevant network meetings.
- Collect the required monitoring information and ensure it is recorded accurately on the designated monitoring and evaluation systems.
- Create case studies to highlight the impact of projects 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
- Teaching qualification(s)
- Educated to degree level in a community/youth related subject (or equivalent)
- Experience in planning jobs fairs and recruitment events.

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 a variety of local business networks.
- 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, 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





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COME ON YOU
BORNTOBEFYLDE



community@afcfylde.co.uk



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