



HARROGATE TOWN AFC COMMUNITY FOUNDATION

JOB DESCRIPTION

Harrogate Town AFC Community Foundation – Social Inclusion Coordinator	
Department	Social Inclusion
Line Manager & Reporting Procedures	Jill Stacey – Head of Community Harrogate Town AFC Community Foundation Trustees
Contract	Full time – 37.5 hours per week
Hours of work	Full-time role requiring flexibility to work unsociable hours to undertaken responsibilities of the role.
Basic pay	£23,500 per annum
Key internal relationships	Harrogate Town AFC Community Foundation Trustees, Head of Community, Health & Wellbeing Officer, Volunteers
Purpose of the job	The Social Inclusion Coordinator is responsible for coordinating the delivery of a range of high quality, safe and inclusive activities within the community on behalf of Harrogate Town AFC CIO. Responsibilities extend to the operational and administrative duties including the staffing, monitoring & evaluation in line with the funders request. Oversight of health and safety, safeguarding matters and EDI as well as operational deployment and incident management. The role will be the key liaison between Harrogate Town AFC CIO and funders namely but not limited to Police & Crime Commissioner (PCC), Premier League Charitable Fund (PLCF) and North Yorkshire Together (NYT).
Main Roles & Responsibilities	<ol style="list-style-type: none"> 1. To develop and implement a project, recruitment and community engagement strategy to recruit and retain young people onto the PPC/PLCF Kicks programme. 2. To achieve weekly and monthly targets as set out by the HTAFC CIO or the contract managing partner and/or Funding Organisation. 3. Review participant data to monitor performance against overall targets and to identify and adjust approach where performance is under agreed targets. 4. To develop and manage relationships with key stakeholders including, PPC, PLCF, NCS Trust, schools, colleges, local authority and voluntary sector organisations. 5. To understand and manage performance against contractual KPIs. 6. Develop partnerships that support recruitment and delivery of all Social Inclusion programme. 7. To support the delivery team, setting, reviewing and monitoring team and

individual targets and objectives in line with those set by the Managing Partner and/or Funding Organisation.

8. Coordinate the overall requirements of any contractual agreement for Social Inclusion programmes and communicate these to the relevant staff within the wider team.
9. Coordination of the programme expenditure and budgets.
10. Be responsible for the safeguarding of the participants and assigned staff working on programme and be responsible for incident management
11. Ensure appropriate Risk Assessments are undertaken and be responsible for programme Health and Safety matters.
12. To be the main point of contact for both key funders in Compliance, Safety or Quality Assurance visits.
13. Attend regional and national networking meetings and contribute to best practice sharing across the PLCF & EFL Trust network.
14. Identify key areas of best practice and areas for development within your own programme delivery to ensure the continuous improvement across the Social Inclusion programmes.
15. Oversee the recruitment and training of seasonal delivery staff ensuring contractual safer recruitment is adhered to and that the staff are performance managed and supported.

Harrogate Town AFC CIO

PERSONAL SPECIFICATION

Qualifications		Essential	Desirable
Knowledge & Experience			
	Proven project management experience	✓	
	People management experience, in particular management of a multi-disciplined team in a youth work environment.	✓	
	Experience and/or knowledge of Secondary /Higher education sector		✓
	Practical experience of managing information operating systems and the ability to interrogate data from a CRM system.	✓	
	A proven track record of managing relationships and partnerships and the ability to communicate with people at various levels.	✓	
	An understanding of safeguarding and health and safety in a youth work setting.	✓	
	A proven ability to work to under pressure to tight deadlines.		✓
	A commitment to supporting young people, and the principles of equality and diversity.	✓	
	Self-motivated and the ability to work on own initiative.	✓	
	Excellent communication skills including written, telephone and interpersonal skills.	✓	
	Proven planning and organisation skills.	✓	
	IT literate with particular emphasis on Microsoft and Google packages.	✓	
	A knowledge and understanding of the NCS programme.		✓
	Experience of working with young people, particularly 15-17 year olds.		✓
	Relevant degree or Project Management qualification.		✓
	Experience with Salesforce or other CRM or database which manages people and project information		✓
	An understanding of the issues faced by young people.		✓
Personal Qualities & Skills			
	Interpersonal skills – must be a consistent team performer and able to forge excellent working relationships with schools and key partners.	✓	
	Have a polite and courteous manner and a personable approach	✓	
	Energetic and forward thinking	✓	
	Can offer solutions to problems, using initiative and common sense	✓	
	Willing to work in high pressure situations	✓	
	Confident, positive and happy speaking/interacting with people	✓	
	Be organised and have good time management skills	✓	
	Honest, reliable and trustworthy	✓	
Other Requirements			
	A willingness to learn and develop as an individual, through CPD	✓	
	Applicants must be over the age of 18	✓	
Safeguarding			
	To have due regard for safeguarding and child protection policies, including the welfare of children and young people	✓	
	All new employees are subject to DBS checks, with our safeguarding officer.	✓	

GENERAL INFORMATION

The Employee must at all times carry out their responsibilities with due regard to Harrogate Town AFC Community Foundation policies and procedures.

The Employee must act to protect all young people and vulnerable adults that are in their care, following the Foundation's Safeguarding and Child Protection Policy at all times. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must 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 Community Foundation. Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the postholder to be developed and maximised to the mutual benefit of both employer and employee.

JOB DESCRIPTION AGREEMENT

I can confirm that I have read, understand and agree with the job description and that I will adhere to it at all times.

Employee's Name:	Employee's Signature:	Date:
Line Managers Name:	Line Managers Signature:	Date: