## Rochdale AFC Community Sports Trust Community Engagement Officer

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| Employing Organisation: | Rochdale AFC Community Sports Trust |
| Workbase: | Rochdale AFC – Crown Oil Arena |
| Job Title: | Rochdale AFC Community Sports Trust Community Officer |
| Salary: | £18,000 |
| Hours: | 37 hours weekly including working evenings, weekends and Rochdale AFC matchdays |
| Contract Length: |  |
| Responsible To: | Community Sports Trust Manager |
| Responsible For: | Effective delivery of the EFL Trust Innovation Fund project |
| Important Functional Relationships: | Rochdale AFC Club Staff  Partner Agencies  Supporters and potential supporters of Rochdale AFC  Members of the public/community groups |

## Job Summary

* To develop, deliver and manage the EFL Trust Innovation Funded Community project. This project will see a partnership approach with Oldham Athletic AFC to engage with BAME communities and increase their attendance at matches & ensure that fixtures are as inclusive for all fans as possible.

## Main duties and responsibilities

* To project manage against set targets and deadlines.
* To lead on the delivery of sessions in and around schools, community groups and evening community sessions.
* Providing practical assistance to young leaders, other coaches and volunteers in a mentor role.
* To assist with the co-ordination and delivery of the Clubs match day experience at all home games, including pre-season friendlies, cup games and potential post season games.
* To assist with the successful delivery of the Community Sports Trust`s holiday activities.
* Work with other partners to help monitor the impact of delivery and healthy lifestyles.
* Provide regular and up to date registers and session reports.
* Have all relevant session paperwork up to date and available and every session.
* Raise the profile of Rochdale AFC through the brand of Rochdale AFC Community Sports Trust.
* Be aware of all the projects delivered by the Community Sports Trust and pathway opportunities that exist.
* Use social media channels to highlight the work Rochdale AFC Community Sports Trust deliver.
* Ensure all equipment is kept in a safe condition.

| **Criteria** | **Essential** | **Desirable** |
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| Experience | * Experience of working within community settings. * Working within partnership and multi-agency programmes. * Activity planning, project management and session management. * A proven track record of working with external partners. * A proven ability to work under pressure to tight deadlines. * Examples of self-motivation and the ability to work on own initiatives. * Excellent communication skills. * Experience of working within diverse communities. | * Knowledge of Rochdale and its surrounding areas. * Confident and outgoing personality used to motivating participants. * Experience of working with volunteers and casual coaches with a mentoring element. * Experience of social network mechanisms. * Experience of writing reports. |
| Special knowledge | * An understanding of issues facing young people today and how to engage with hard to reach communities. * An understanding of diverse communities. | . |
| Qualifications | * FA Level 2 coaching qualification * FA Youth Module Level 1 | * FA Youth Module Level 2/3 * Any other NGB coaching qualifications. |
| Personal circumstances | * Full UK driving licence and use of own vehicle. * Ability to work unsociable hours and weekends. |  |
| Disposition/Attitude | * Confident outgoing, good communicator. * Ability to communicate well. * Good interpersonal skills demonstrating the ability to form good working relationships. * Ability to motivate others. | * Patience and empathy. * Able to organise time. * Confident in addressing large groups. * Willingness to work with all communities. |
| Practical and intellectual skills | * Excellent verbal communicating skills. * Able to deliver in a variety and range of environments. * Able to deliver across ability ranges from foundation to excellence |  |