



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club	
Position	Community Engagement Officer	Job Reference: PNE 1123
Salary	£18,000 - £21,000, dependant on qualifications and experience Company laptop, expenses, pension and use of Community pool car.	
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
Closing Date	Thursday 4 th November, 5pm.	

Preston North End Community and Education Trust (PNECET) is seeking to appoint a full time, enthusiastic, skilled and dedicated Community Engagement Officer.

PNECET is the official charity and community department of Preston North End Football Club. Its aim is to use the power of the badge and the football club to work in partnership with local communities, improving their lives and their environment.

The Community Engagement Officer will take an important role as a member of the Community Engagement team, maximising the Community Engagement strand and playing a vital role in the delivery and success of all Community Engagement programmes. They will deliver on our community based initiatives and sports sessions across Preston and the surrounding areas.

The main responsibilities are to work with the Community Engagement Co-ordinator to deliver and expand the Community Engagement provision, including but not limited to the following programmes; PL Kicks, PNE Forces and a number of Community Engagement initiatives that will align with the strategy. The Community Engagement Officer will strive to ensure all targets are met, and will be tasked with ensuring successful delivery of all our programmes.

How to apply:

Please send your completed application form along with a letter of support. Please email to jobs@pne.com with subject title PNE 1123 or post to:
FAO Tracy Atkinson, Preston North End FC, Deepdale, Preston, PR1 6RU

Interview dates:

Interviews will take place on Tuesday 9th November.

*Due to the availability of the interview panel, no additional times can be made available for interviews.

JOB DESCRIPTION

1.	Job Title	Community Engagement Officer
	Salary	£18,000 - £21,000, dependant on qualifications and experience Company laptop, expenses, pension and use of Community pool car.
	Hours of Work	<p>You will have a standard working week of a minimum of 37.5 hours. However, as a member of the Community Engagement Team you may need to go above and beyond at times, to meet the needs of the role.</p> <p>The role will also include working some home matchdays as part of the community matchday coordination.</p> <p>Hours of work will be variable but will include regular out of hours and possible weekend work. You may also be asked to work on ad hoc events outside of your regular hours.</p>
	Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
	Responsible To	Community Engagement Co-ordinator
	Responsible For	N/A
	Contractual Status	Full Time. Fixed Term – June 2022
2.	Overall purpose of the Job	<p>Working closely with the Community Engagement Co-ordinator you will be responsible for; supporting the development and delivery of all Community Engagement provision, and developing a wide range of successful local, regional and national partnerships.</p> <p>You will be responsible for contributing to the charities strategic objectives, supporting the development of new partnerships whilst maintaining existing partnerships, delivering all projects to a high standard, whilst ensuring maximum impact is delivered within the community.</p> <p>You will need to be confident, quick thinking and comfortable in taking a leading role on delivery of Community Engagement programmes, often having to take the lead on provision with large groups of participants. You will work closely with the Community Engagement Co-ordinator, ensuring all programmes are planned meticulously; achieving all requirements set out by our partner organisations and stakeholders, whilst continuing to build relationships with other organisations across Preston and the surrounding areas.</p>

3. Duties and Responsibilities	<ul style="list-style-type: none"> • To support with the development and successful delivery, of all Community Engagement programmes, ensuring existing provisions continue to be successful and achieve targets. • To support with creating reports on all Community Engagement provisions documenting progress against KPI's for the Assistant Head of Community, Head of Community, Trustees and Partners. • To ensure an innovative monitoring and evaluating process is undertaken for all Community Engagement programmes in line with the Trusts monitoring and evaluating processes, creating both qualitative and quantitative data. • Work alongside the Community Engagement Co-ordinator to ensure all programmes work within their financial budget, making certain spend is correctly planned in advance and on track throughout. • Understand the importance of tracking expenditure throughout delivery of all Community Engagement provision. • To act in accordance with the Trust corporate objectives and policies and seek to promote them. • To ensure the Designated Safeguarding Officer is informed immediately of any concerns relating to safeguarding in relation to any incidents taken place on programme. • Be a passionate advocate for all PNECET projects.
4. General	<p>To at all times represent Preston North End Community and Education Trust and Preston North End Football Club in a professional manner regarding dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible hours when and where the role of the job requires, including evenings, weekends, home match days and overnight stays.</p>

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<ul style="list-style-type: none"> • A relevant qualification in Youth Work, Health and Social Care or equivalent. • NGB Sports Coaching level 2

	<ul style="list-style-type: none"> • Evidence of Continuous Professional Development • Five GCSE's at Grade C or above • Safeguarding (or willingness to work towards) • First Aid (or willingness to work towards) • Mental Health First Aid (or willingness to work towards)
Desirable	<ul style="list-style-type: none"> • Educated to a degree level in a relevant subject such as Youth Work, Sport, or Community Development
<ul style="list-style-type: none"> • 2. Experience 	
Essential	<ul style="list-style-type: none"> • Experience of engaging with children, young people and vulnerable adults • Knowledge and experience of providing mentoring and interventions utilising sport • An understanding of potential barriers facing children and young people within communities • Experience in promoting/supporting positive lifestyle changes • Experience of working with hard to reach communities • Experience of organising and delivering projects for children and young people • Excellent verbal and written communication skills • Competent IT skills • Working within partnership and multi-agency programmes • Ability to work independently and collaboratively as a member of a team • Knowledge and understanding of safeguarding children and vulnerable adults • Ability to support vulnerable members of the community and maintain positive relationships with them. • Willingness to complete any training modules, first aid and safeguarding workshops that may need to be undertaken throughout the role.

<p>Desirable</p>	<ul style="list-style-type: none"> • Sound knowledge of the charitable sector • An understanding of Preston and the surrounding geographical area • An understanding of current issues that are affecting the local community • A broad knowledge of barriers that members of the community may face, and strategies to address where appropriate.
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This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably required.

Safeguarding Statement

The EFL is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment.

This post does require a Criminal Record check (DBS).

General Information

The employee must at all times carry out their duties with due regard to the Preston North End Community and Education Trust policies and procedures.

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 relationships between all internal and external stakeholders.

You will be asked to provide details of referees for the previous five years working history.

Preston North End Community and Education Trust is an equal opportunities employer.