



# Community and Education Trust

<b>Organisation</b>	Preston North End Community and Education Trust Preston North End Football Club	
<b>Position</b>	Assistant Head of Community	<b>Job Reference:</b> PNE1042
<b>Salary Benefits</b>	£28,000 - £32,000 + expenses, pension, company laptop, company mobile phone.	
<b>Location</b>	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU	
<b>Employment</b>	Full Time	
<b>Closing Date</b>	Wednesday 16 <sup>th</sup> May, 2018	

Preston North End Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a dedicated and experienced Assistant Head of Community to assist the Head of the Trust, in all aspects of running the company.

In the 2018/19 financial year, the Trust will turn over approx. £1m and has over 20 staff employed. As a Trust that is constantly growing and moving forward, the department has a number of key programmes including NCS (National Citizen Service), Premier League Primary Stars, Premier League Kicks and a Post 16 FE and HE programme and other programmes.

The key role of the Assistant Head of Community is to oversee these key programmes to ensure targets are met, alongside each project manager and ensure each project thrives. For the first six months of the role, a key priority will be the NCS programme. The Assistant Head of Community will also be tasked with expanding and diversifying our provision by bringing new projects on board.

The Assistant Head of Community will also take responsibility for overseeing funding applications, both writing and supporting any external consultants.

**How to apply:**

Please send your completed application form and equal opportunities form along with a letter of support. Please email your application to [jobs@pne.com](mailto:jobs@pne.com) with subject title Reference 'PNE1042' or post to:

F.A.O Tracy Atkinson, Office Manager, Preston North End FC, Deepdale, Preston, PR1 6RU

**Interview dates:**

Interviews will take place on Monday 21st May\*

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

<b>JOB DESCRIPTION</b>	
<b>1. Job Title</b>	Assistant Head of Community
<b>Salary / Benefits</b>	£28,000 - £32,000 + expenses, pension, company laptop, company mobile phone.
<b>Hours of Work</b>	<p>You will have a standard working week of a minimum of 40 hours. However, as a senior manager you will be expected to go above and beyond at times to meet the needs of the Trust.</p> <p>The role will also include working some home matchdays as part of the matchday coordination.</p>
<b>Location</b>	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
<b>Responsible To</b>	Head of the Trust
<b>Responsible For</b>	NCS Manager, Schools Manager, Inclusion Manager, Education Manager and project staff
<b>Employment Type</b>	Full-Time
<b>2. Overall purpose of the Job</b>	<p>Working closely with the Head of the Trust, you will play a leading role in developing and implementing a wide range of community services.</p> <p>You will be responsible for contributing to the charities strategic objectives, developing new partnerships, maintaining existing partnerships, overseeing funding applications and managing some day to day aspects of the charities work.</p>
<b>3. Duties and Responsibilities</b>	Work with a wide range of partners from public, private and voluntary sectors to enhance and develop community provision.

Manage staff to ensure the implementation of project delivery including all monitoring and evaluation requirements for funders.

Secure funds through a range of sources including commissioned work, grant funding and private sector sponsorship.

Contribute to developing the charities strategic business plan and work with the Head of the Trust to ensure its implementation.

Take a strategic lead on the charities key themes and projects (Sports Participation, Education, Health or Social Inclusion).

Promote the PNECET brand and ethos in a strong and positive manner at all times.

Adopt effective management approaches for all staff at appropriate times.

Promote an inclusive approach ensuring that all members of the community can enjoy and benefit from participating in PNECET activities.

Deputise for the Head of the Trust as and when appropriate.

Help staff to develop confidence and competence by modelling good practice and act as a mentor, setting a positive example for staff.

Undertake all relevant duties assigned to you by the Head of the Trust

To be proactive and constantly seek new opportunities and ways to develop the programme.

To promote the work of the organisation and ensure positive media is achieved through internal and external mediums – locally, regionally and nationally where applicable.

Work alongside the club to develop programmes and initiatives that incorporate a positive matchday experience, and support Preston North End's agenda of generating new fans for the long-term benefit of the football club.

To assist with the coordination of the club's matchday experience at all home games, including pre-season friendlies, cup games and potential post-season games.

<b>4. General</b>	<p>To at all times represent Preston North End Football Club and PNECET in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to work flexible unsociable hours when and where the role requires including evenings, weekends, home matchdays and overnight stays.</p>
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PERSON SPECIFICATION	DESCRIPTION
<b>1. Qualifications</b>	
<b>Essential</b>	<p>Educated to degree level or equivalent.</p> <p>Evidence of Continuous Professional Development.</p> <p>Full clean driving licence with access to own transport with business insurance.</p>
<b>Desirable</b>	<p>Recognised teaching qualification.</p> <p>Governing Body of Sport Coaching Award(s) and other appropriate training.</p> <p>Management qualification.</p>
<b>2. Experience/Skills/Abilities</b>	
<b>Essential</b>	<p>Commercially astute with a proven experience of attracting funding.</p> <p>Experience of staff management and supervision.</p> <p>Experience of project development and management.</p> <p>Experience of developing and maintaining working relationships with senior figures in other organisations.</p> <p>Knowledge and understanding of safeguarding children and vulnerable adults within sport.</p> <p>Knowledge of Health and Safety within sport</p> <p>Must have a 'can do' attitude.</p> <p>Must be proactive and decisive in leading programmes.</p>

	<p>Must be able to 'think outside the box' at times and come up with new ideas.</p> <p>Working within partnership and multi-agency programmes.</p> <p>Experience of speaking in front of groups, particularly groups of children/young adults in schools/collages.</p> <p>A proven track record of successful project implementation and administration.</p> <p>A proven ability to work under pressure to meet targets.</p> <p>Examples of self-motivation and the ability to work on own initiative.</p> <p>Excellent communication skills including written, telephone and interpersonal skills.</p> <p>Proven planning and organisational skills.</p> <p>Ability to work independently and collaboratively as a member of a team.</p> <p>Attitude to always strive to overachieve and continuously develop the programme and organisation.</p> <p>Excellent attention to detail.</p> <p>Willingness to constantly go above and beyond what is expected.</p> <p>To be able to set standards and lead by example.</p> <p>Enthusiasm, energy and resilience.</p> <p>Flexible, helpful and responsive.</p> <p>Highly motivated with a passion for making a difference.</p>
<p><b>Desirable</b></p>	<p>Knowledge of relevant government policy and in particular how it relates to PNECET.</p> <p>An understanding of Preston and the surrounding geographical areas.</p> <p>Understanding of current trends and initiatives relating to community development.</p> <p>Working within a professional football club environment.</p>

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.