



Community and Education Trust

Organisation	Preston North End Community and Education Trust Preston North End Football Club
Position	Community Inclusion Officer (2 roles available)
Salary	£17,500-£20,000 depending on experience
Location	Preston North End FC, Sir Tom Finney Way, Preston, PR1 6RU

Closing Date 28th August 2019

Job Reference: PNE1075

Preston North Community and Education Trust (PNECET) at Preston North End FC is seeking to appoint a full time, enthusiastic, skilled and dedicated Community Inclusion Officer to deliver on our community based football and multi-sports sessions across Preston and the surrounding areas.

The kinds of tasks you will be responsible for will include but are not limited to:

- Supporting the delivery of the Trust's inclusion programmes;
- Working with young people and adults to improve their aspirations and wellbeing;
- Capturing and managing data for monitoring and impact purposes.

PNECET is the 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 Trust work in the community to deliver projects centred around;

- Sports participation
- Education
- Health and
- Social Inclusion

How to apply:

Please send your completed application form along with a letter of support. Please email to jobs@pne.com with subject title PNE1075 or post to:

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

For an informal conversation about the role, please contact Mel Brown on 01772 693309.

Interview dates:

Interviews will take place on w/c 2nd September

Community Inclusion Officer
 Job Description \ Person Spec
 PNECET
 Preston North End FC



**Community
 and
 Education Trust**

JOB DESCRIPTION	
1. Job Title	Community Inclusion Officer
Salary	£18,000-£20,000 + expenses, pension, use of company pool car when required
Hours of Work	<p>You will have a standard working week of a minimum of 37.5 hours.</p> <p>Hours of work will include out of hours, evenings and weekend work, but will be generally consistent from week to week. You may, however, be asked to work on ad hoc events outside of your regular working pattern.</p>
Location	Preston North End FC, Deepdale, Sir Tom Finney Way, Preston, PR1 6RU
Responsible To	Inclusion Manager
Responsible For	n/a
Contractual Status	Full Time, Permanent
2. Overall purpose of the Job	<p>Working as part of the Preston North End Community and Education Trust Inclusion team you will:</p> <p>Work with, inspire and improve the lives of participants through various sports and engagement activities, Primarily through football, but through sport also.</p> <p>Deliver on a range of Community Inclusion programmes, including Premier League Kicks, Walking football, School holiday provision and our Disability programmes.</p> <p>Have the ability to work with hard to engage young people and adults.</p> <p>You will also be asked to talent identify gifted school children onto both our academy and potentially other sports.</p>

<p>3. Duties and Responsibilities</p>	<p>The post holder will be responsible and accountable for:</p> <p>Deliver on a range of PNECET Inclusion programmes including Premier League Kicks, Walking football, Soccer Schools and other Inclusion programmes.</p> <p>Support the Inclusion Manager with all monitoring and evaluating requirements such as, obtaining and inputting data into our online monitoring database.</p> <p>Work with the Inclusion manager and Communications Officer to help create and produce case studies to promote positive news stories regarding the impact the various programmes are having on the participants.</p> <p>Work with hard to reach young people and adults to build relationships and inspire them to lead healthier and more positive lifestyles.</p> <p>Ensure all activities are correctly monitored with the appropriate risk assessments and health and safety procedures put in place.</p> <p>Be a flexible member of the PNECET team and when requested assist in the delivery of other projects and activities during the evening and weekend.</p> <p>Undertaking necessary CPD when required by PNECET.</p> <p>Promote the club brand across all programmes portraying a positive image of the football club and PNECET.</p> <p>Work with the Communication Officer when needed to facilitate player appearances at PNECET programmes.</p>
<p>4. General</p>	<p>To at all times represent Preston North End Football Club and PNECET in a professional manner regarding to appearance, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able to, with notice, work flexible hours where the role of the job requires.</p>

PERSON SPECIFICATION	DESCRIPTION
1. Qualifications	
Essential	<p>Educated to a degree standard (or equivalent) in sports or community related subject.</p> <p>FA Level 2 football coach</p>

	<p>In-date child protection certificate (or willingness to update/achieve asap);</p> <p>In-date first aid certificate (or willingness to achieve);</p> <p>Full UK Driving Licence, car owner and willingness to use for work.</p>
Desirable	<p>Other level 1 and 2 NGB qualifications;</p> <p>Youth work qualification;</p>
2. Experience	
Essential	<p>Experience of coaching / working with hard to reach children/young adults;</p> <p>Experience in coaching football within a community setting;</p> <p>Ability to work as part of a team;</p> <p>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 excellent organisational skills;</p> <p>Attention to detail and taking pride in ensuring accurate records are kept;</p> <p>Confident, outgoing and friendly personality;</p> <p>Attitude to always strive to over-achieve and continuously develop the programme and organisation;</p> <p>Competent with the use of IT and IT based systems;</p>
Desirable	<p>Working within a professional football club environment.</p> <p>Previous experience of delivering in hard to reach areas with hard to engage young people.</p> <p>Knowledge of Preston and its surrounding areas.</p> <p>Experience of health and safety and/or welfare and safeguarding policies and procedures.</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.