



NORTHAMPTON TOWN F.C.

**COMMUNITY** 

<b>Job Role:</b> Sports Development Officer - Participation	<b>Hours:</b> 37.5 hours per week	<b>Salary:</b> £18,000 to £20,000
<b>Reports to:</b> Chief Executive	<b>Location:</b> PTS academy stadium, Northampton, NN5 5QA	

**Job Purpose:**

1. To engage, develop and deliver Women and Girls focused programmes including delivery of football, physical activity, healthy lifestyles & extra-curricular activities.
2. To expand the number of Women and Girls sessions and activities run; through high quality delivery and the development of positive relationships with local organisations and networks.
3. To lead on the organisation of our holiday course provision across the year
4. To develop and deliver on sports-based health improvement activities

**Duties and responsibilities:**

- To develop and maintain links with schools and relevant partners in order to create high quality football/physical activity opportunities for Women and Girls across Northamptonshire.
- To effectively design, plan and deliver high quality sport related physical activities opportunities that are structured and progressive in key sites across Northamptonshire.
- To maintain administrative records for all sessions with full contact details for participants and to input via the Premier League VIEWS monitoring and evaluation software.
- To use the collected data to assess and report on impact being made by the activities to funders, partners and NTFC Community Trust
- To prepare reports, undertake research, provide briefings, attend meetings and provide management information as necessary. Including analysing the performance of each satellite site against KPIs, outcomes and impacts
- To ensure individual objectives and outcomes are met within specific funded projects running alongside core activities

<ul style="list-style-type: none"><li>• Ensuring safety for all participants by undertaking health and safety checks before each activity and adopting the Trust's safeguarding procedures.</li></ul>
<ul style="list-style-type: none"><li>• Drive participant recruitment across Northamptonshire to engage in our holiday courses and wider community programmes</li></ul>
<ul style="list-style-type: none"><li>• Identify funding pots and apply for additional funding to grow provision</li></ul>
<ul style="list-style-type: none"><li>• To proactively promote NTFC Community Trust and NTFC within the community</li></ul>
<ul style="list-style-type: none"><li>• Completing all other tasks as requested by NTFC Community Trust's Senior Management Team.</li></ul>

## Person Specification

Education/Qualifications	Essential	Desirable
FA Level 2 Coaching Football Award	✓	
In date Safeguarding Certificate	✓	
In date First Aid Certificate	✓	
GCSE grade C or above in English and Maths	✓	
Level 3 Certificate in Supporting PE and School Sport		✓
Other level 1 or above sport / activity based qualifications		✓
Relevant degree level qualification		✓
Knowledge and Experience	Essential	Desirable
At least one years experience of working with children, teenagers or young people within a sports, community or educational setting	✓	
Ability to work effectively within a team understanding roles and responsibilities within the settings	✓	
Experience of organising/managing community sports based programmes	✓	
Experience using VIEWS or Upshot to manage data	✓	
Knowledge of relevant legislation in child welfare and safeguarding	✓	
A good knowledge of General Data Protection Regulations and how it relates to the role	✓	
Experience of setting up holiday course or soccer school based activities		✓
Knowledge of Northamptonshire area		✓
Experience of delivering sport or football based activities with adults and/or specifically female participants		✓
Experience of managing and working with budgets		✓
Experience of writing and success with funding bids		✓
Experience of monitoring and evaluating a programme to measure impact		✓
Equality and Diversity	Essential	Desirable
Ability to work in a non discriminatory and inclusive manner in accordance with the Northampton Town FC Community Trust equality and diversity policy	✓	
Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage	✓	
Challenge behaviours and processes which do not positively advance the diversity agenda within the community	✓	
Skills and Competencies	Essential	Desirable
Ability to deliver fun, engaging sessions to participants of ranging ages	✓	
Manage own workload, meet targets and outputs	✓	
Excellent communication skills including written, telephone and interpersonal skills	✓	

Ability to work to tight deadlines	✓	
Ability to build effective working relationships with participants, stakeholders and colleagues	✓	
Ability to prepare and present written reports and management information		✓
Competent with the use of IT and IT based systems	✓	
Hold a full UK driving license and have access to their own vehicle	✓	
<b>Other qualities</b>	<b>Essential</b>	<b>Desirable</b>
Adaptable – creative, forward thinking, innovative and flexible in the way and hours you work	✓	
Credible – you have integrity and professionalism	✓	
Inclusive – embody equality and diversity in everything you do	✓	
Inspiring - Ability to lead and excite others both internally and externally towards pre determined goals	✓	
Commitment to undergo regular CPD	✓	
Self motivated and the ability to work on own initiative	✓	
Good attention to detail	✓	