



COMMUNITY
SPORTS
FOUNDATION

Job information pack

COMMUNITY
ENGAGEMENT
OFFICER

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 43,000 people every year achieve their goals.

We support some of the most disadvantaged, disabled and talented children, young people and adults across Norfolk through a range of projects, programmes and initiatives.

Underpinning all of our impact is a dedicated workforce who are able to engage and inspire at every opportunity.

Could this be your chance to be a part of something special?



Ian Thornton OBE,
Chief Executive Officer

Why do you enjoy working for the Foundation?

I like helping the community and enjoy making a difference

How would you describe the Foundation's staff culture?

Friendly, enthusiastic and hard working

What would you say to someone considering joining the Foundation?

It's a really great place to work, and it is hugely rewarding

*One of the newest members of the team





ROLE OVERVIEW

Job Title: **Community Engagement Officer**

Salary: **£22k – 26k+ Benefits**

Contract Type: **Fixed Term**

Line Manager: **Youth Engagement Manager**

Job Purpose: The Community Engagement Officer will support delivery of our community projects with a focus on Kicks, Team Talk and Walking Football. This is achieved through sports delivery, workshops, monitoring, evaluation and the promotion of positive experiences.

Objectives

- To Deliver an excellent Premier League Kicks project across Norfolk.
- To promote all community projects across Norfolk
- To encourage and inspire participation across all community projects
- Promote integration and equality, diversity and inclusion throughout delivery.



ROLE SPECIFIC RESPONSIBILITIES

Support and implement

- Support and assist the Youth Engagement Manager to help implement and achieve PL Kicks KPIs.
- Support the Youth Engagement Manager with the production of reports, case studies, and questionnaires

Lead and Deliver

- Deliver high-quality experiences to young people aged 8-18 across your delivery at PL Kicks sessions.
- Deliver & lead the Foundation's Walking Football offer including the planning and organisation of fixtures & tournaments.
- Lead the Foundation's 'Team Talk' project, which allows adults to benefit from free weekly football, followed by a friendly and supportive social session.
- Deliver social inclusion activities and other related initiatives (e.g. workshops, SAPs, youth groups, competitions, player visits, etc.) across various venues, seeking to achieve the agreed target and impact outcomes.

Plan and communicate

- Ensure that all activities taking place on the project are recorded via the Foundation's online monitoring systems.

Develop

- Promote Foundation programmes to key stakeholders and relevant parties, to gain the maximum attendance across all community projects.

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Degree or equivalent qualification in sports development		✓
Minimum Level 2 sports/coaching qualification	✓	
Previous experience of project delivery	✓	
Good knowledge of H&S, safeguarding & Risk assessments.		✓
Able to motivate, support and develop participants	✓	
Experience with working with vulnerable young people.	✓	
Experience of working in community projects & meeting KPI's		✓
Working with external stakeholders to enhance project delivery & signposting opportunities.		✓
Awareness of the factors that contribute to vulnerability, such as mental health issues, substance abuse, domestic violence & homelessness.		✓
Understanding of the impact of trauma on individuals and how to provide environments that acknowledges and responds to trauma-related needs.		✓
PERSONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Growth – Willingness to attend training courses to enhance own professional development	✓	
Integrity – Always work in line with the Foundation's values and behaviours	✓	
Belonging – Ability to work individually and as part of a team	✓	
Resilience – Ability to work with others to show innovation, strive for continuous improvement and solve problems	✓	
Pride – A drive to help people achieve their goals	✓	
Commitment – Willingness to work unsocial hours, including evenings and weekends	✓	



CARROW ROAD

WHERE YOU WILL WORK

The Community Engagement Officer role will primarily spend their time supporting and delivering across multiple venues in Norfolk.

Working within the Community Team, the successful applicant will be surrounded by excellent support networks as well as outstanding facilities.

In addition, the role will also spend time at our main office at the heart of Carrow Road, the home of Norwich City Football Club, and The Nest, the charity's 22-acre community hub located on the outskirts of the city.



THE NEST



EMPLOYEE BENEFITS

Norwich City Community Sports Foundation employees could receive the following benefits*

- Discretionary incentive scheme
- Access to Norwich City match tickets
- 28 days holiday (including bank holidays), plus additional holiday over Christmas
- Personal celebration day
- Flexible working
- Enhanced employee training programme
- Access to free kids' courses
- 30-minute wellness workout included in daily working hours
- Canaries retail store, Yellows Bar & Grill and Delia's restaurant staff discounts
- Cycle to Work Scheme
- Free parking on all Foundation sites
- Death in service benefit
- Extensive branded apparel provided
- Employee Assist Programme

*Dependant on job role and/or contract type



OUR VISION

TO SUPPORT, INSPIRE, AND IMPROVE OUR COMMUNITY

We use the power of sport to support to achieve our charitable objectives:

- Driving inclusion for people with disabilities
- Boosting mental health and wellbeing
- Supporting disadvantaged people to raise their aspirations.

OUR VALUES

Growth
Integrity
Belonging

Resilience
Pride
Commitment





APPLICATION PROCESS

All applications must be submitted through our online Safer job application form and must be accompanied by an up-to-date CV and supporting letter detailing why you would be suitable for the role www.communitysportsfoundation.org.uk/vacancies

Application Deadline: 9am Wednesday 14th August

Interview Dates: Wednesday 21st August or on request

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible. All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted within a week of the closing date, this means that you have been unsuccessful on this occasion.

For more info please email: csfrecruitment@norwichcitycsf.org.uk


SAFEGUARDING STATEMENT

Norwich City CSF is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups.


Applicants will be asked about any previous convictions, cautions, reprimands, including those that are considered 'spent' as defined by the Rehabilitation Offenders Act 1974 (Exceptions) Order 1975 (Amended 2013). Appointment to this role is subject to a satisfactory DBS Check and references.

EQUALITY STATEMENT

Norwich City CSF is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.



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