



COMMUNITY
SPORTS
FOUNDATION

Job information pack

DISABILITY
DEVELOPMENT
OFFICER

OVERVIEW

Providing opportunities in the areas of sport, disability, health, schools, social inclusion, education and employability, Norwich City Community Sports Foundation helps over 38,000 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: Disability Development Officer

Salary: £23k – £26k

Contract Type: **Permanent**

Line Manager: **Inclusion Manager**

The Disability Development Officer will support disadvantaged & disabled young people and adults in Norfolk and effectively support the robust delivery of all programmes within the disability portfolio.

The role involves working closely with local communities, schools, disability organisations, and stakeholders to promote inclusivity and ensure that everyone has the opportunity to engage in sporting activity.

The projects include; Realising Potential, PASS college programme, Powerchair Football, Canary Clubs, impairment specific provision, plus many more.



ROLE SPECIFIC RESPONSIBILITIES

Delivery

- The role of Disability Development Officer is to deliver and coordinate projects for disabled & disadvantaged young people.
- These projects include:
 - Realising Potential
 - Pass college programme
 - Canary Clubs & Matchday Clubs
 - Pan Soccer Skill Centres

Project Coordination

- You will support the Inclusion manager by helping with the Representative Squads within the Foundation including Cerebral Palsy & Powerchair teams.
- Planning & coordinating weekly disability provision, ensuring KPIs are met.
- Supporting relationships with stakeholders & partners and working closely with participants to signpost them become volunteers and gain potential work placement.

Recruitment and Progression

- Ensure all target numbers are achieved by implementing a thorough recruitment plan.
- Identify appropriate progression pathways for participants.

PERSON SPECIFICATION

| KNOWLEDGE, SKILLS & EXPERIENCE | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| Experience of working with vulnerable/disabled individuals | ✓ | |
| Experience in delivering programmes to meet key funding criteria | | ✓ |
| Hold a level 1 sports qualification | ✓ | |
| Hold a level 2 sports qualification | | ✓ |
| Attended FA Coaching Disabled Footballers workshop | | ✓ |
| Experience in delivering classroom-based activities with SEND | ✓ | |
| A clear Understanding of SEND needs and communication styles. | ✓ | |
| Willingness to work unsocial hours including evenings and weekends | ✓ | |
| 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 role will spend the majority of their working time within our offices based in the heart of Carrow Road, the home of Norwich City Football Club.

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

In addition, you will also spend time at The Nest, the charity's 22-acre community hub located on the outskirts of the city.



THE NEST

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





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





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 Date: Tuesday 20th 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 prior. 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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