



COMMUNITY  
SPORTS  
FOUNDATION

**Job information pack**

FOOTBALL

DEVELOPMENT

OFFICER -

COMMUNITY

# 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

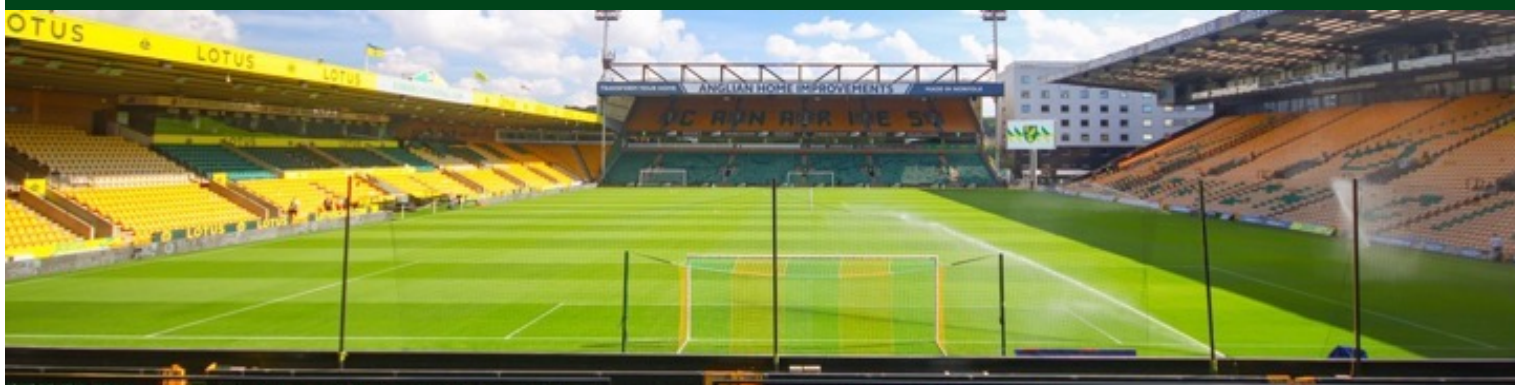
How would you describe the Foundation's staff culture?

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: **Football Development Officer – Community**

Salary: **£24,000 – £27,000 + benefits**

Contract Type: **Permanent**

Line Manager: **Head of Community**

The role will help support and develop the community football courses ran across the Foundation. Additionally, they will play a key role in recruiting participants and enhancing engagement across various programmes, including Soccer Schools, Mini Kickers, Soccer Skill Centres and delivery on match days.





# ROLE SPECIFIC RESPONSIBILITIES

## **Deliver:**

- To deliver on a variety of different community courses.
- To deliver and support on the foundations match day experience offer across the men's and women's teams.
- To deliver a range of activations to aid with the recruitment of participants.

## **Support:**

- To support the Head of Community with achieving department targets.
- To support the community coaches with their delivery across community courses. including practical sessions and quality assurance visits.

## **Growth:**

- To grow the programme by delivering taster sessions and assemblies.

## **Develop**

- To help develop the foundations community courses by improving the current sessions and developing new provisions.

# PERSON SPECIFICATION

KNOWLEDGE, SKILLS & EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working within a community or football environment	✓	
Minimum Level 2 sports/coaching qualification		✓
Experience in working with participants aged 2-12 in a sports-based environment	✓	
Experience in creating and implementing curriculums for sporting activities.		✓
Knowledge of the local community, Norfolk and knowledge of Norwich City Football Club.		✓
Ability to deliver presentations to large groups	✓	
Knowledge and understanding of health and safety, safeguarding & risk assessments.	✓	
Degree or equivalent qualification in sports development		✓
Strong organisational and communication skills	✓	
Knowledge and experience of supporting and developing participants and employees	✓	
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 Department, 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





# 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 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](http://www.communitysportsfoundation.org.uk/vacancies)

**Application Deadline: 14<sup>th</sup> March 2025**

**Interview Dates: 21<sup>st</sup> March 2025 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](mailto: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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