



# Job Description: Communities Engagement Coordinator

<b>Job Title:</b> Communities Engagement Coordinator
<b>Salary:</b> £22,000 - £25,000 per annum <i>depending on experience</i> - full time post)
<b>Department:</b> Communities Engagement Department
<b>Reports to:</b> Communities Engagement Manager (CE Manager)
<b>Responsible for:</b> Premier League Targeted, Be Inspired and MOPAC Projects

## Brentford FC Community Sports Trust

With community work spanning three decades, Brentford FC Community Sports Trust has established itself as a pioneering organisation for the local community. It uses the power of sport to educate, motivate and inspire people from all walks of life.

Working in partnership with Brentford FC, the Trust offers a portfolio of programmes in education, health, sports participation and community engagement. The Trust has won the 'Football League Community Club of the Year' award four times and now employs more than 100 members of staff.

The Trust is forecasting further significant expansion over the next two years following its appointment as a key partner in the redevelopment of Gunnersbury Park [as a sports hub], and its move to new, larger, purpose-built premises directly adjacent to the new Brentford FC 17,500 capacity stadium near Kew Bridge in 2021.

## General Trust Accountabilities

- To ensure compliance with all relevant policies, including health and safety and safeguarding policies
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing Brentford FC Community Sports Trust
- To keep confidential any information gained regarding the Trust and its personnel
- To maintain a flexible approach to work at all times

## Main Purpose of Job

To assist the Communities Engagement Manager in the delivery of our targeted intervention projects, including PLK Targeted provision, Be Inspired project and MOPAC delivery.

## Responsibilities

1. Coordinating Brentford FC Community Sports Trust's (Trust) Communities Engagement - Targeted Programmes.



2. Working with the Communities Engagement Manager to develop the CE department
3. Lead on all aspects of delivery including programme design, planning, risk management and up to 14 hours per week delivery across the department.
4. To line manage project officers and part time staff, including staff supervision, ensuring KPI's are met and positive outcomes for young people are achieved.
5. Build positive working relationships with key partners including local community groups, venue providers and activity providers to assist with achieving targets.
6. Work alongside partners such as the Police, Youth Offending Teams in the boroughs the trust delivers and the Community Safety Teams to deliver targeted work.
7. Working with other Trust staff and partners to provide suitable progression routes for young people
8. Oversight of processes and systems to track outcomes and progression for young people these include (not extensive), referral process for targeted provision and views.
9. To work in partnership across all Trust projects ensuring clear lines of communication are kept with relevant Managers.
10. Represent the Trust on local strategic networks and steering groups. These may include networks where wider Trust perspectives are required.
11. Other appropriate tasks as designated by the Department Manager

### **Key Internal Relationships**

- Communities Engagement Manager – Communities Engagement Department (CE)
- Communities Engagement (CE) staff these include PL Kicks Girls lead, CE Officers and delivery staff
- Department/ Project Leads
- Youth Work project staff
- Volunteer Co-ordinator
- Communications Department

### **Key External Relationships**

- Premier League Charitable Fund.
- Other Clubs PL Kicks Leads.
- Hounslow and Ealing Youth Offending Team Staff.
- Ealing Youth Service.
- Project Partners – community venues, voluntary youth work providers.
- Key schools across Hounslow, Ealing and Hillingdon.
- Local Housing Providers - Hounslow Housing, A2Dominion.



## The Selection Criteria

### Essential

1. Previous experience of leading a successful Youth Work, Mentoring or Community Engagement/social Inclusion programme and of delivering high quality youth work personally.
2. A commitment to young people's personal development and participation, and an ability to deal calmly and effectively with emotional or challenging situations
3. Excellent interpersonal skills
4. An ability to build relationships and to work alongside key partners such as local voluntary groups as well as the Police, Youth Offending and Community Safety Teams
5. An understanding of and commitment to working with young people, as well as the youth justice system
6. Excellent organisational and co-ordination skills - Proven ability to organise your own work, meet deadlines and adapt to changing circumstances, sometimes under pressure.
7. UK ~~001~~ driving licence

### Desirable

1. Previous experience of delivering similar projects.
2. A recognised qualification in Youth Work (Level 2 Minimum).
3. Good administrative skills.
4. Access to own car.
5. NGB Level 1 or 2.

### Personal Qualities:

1. Ability to work to deadlines and time-manage effectively
2. Ability to think creatively around problem solving and strategy
3. Ability to work effectively with others and cooperate with colleagues at Brentford FC Community Sports Trust
4. Behaviour consistent with creating a child focused, open environment in which young people feel valued and empowered.
5. Commitment to equalities, challenging discrimination and creating environments of respect and trust.
6. Ethical standards and behaviour consistent with a caring/education role.



Community  
Sports Trust

## **The Appointment**

Annual salary will be £22,000 to £25,000 per annum, depending on experience.

## **To Apply**

Send a copy of your up to date CV and a covering letter detailing your suitability for the role, to Graham at [ggoodden@brentfordfcst.com](mailto:ggoodden@brentfordfcst.com)

The closing date for applications is Friday 9 February 2020.

The provisional date for interviews is the week commencing 24 February 2020.