



Swindon Town FC
Community Foundation

Swindon Town FC **Community Foundation**
Football in the Community

Foundation Park, County Ground Lane, Swindon, Wiltshire SN1 2FD
Tel: 01793 421303 | **Mob:** 07966 305320 / 07919 112982

www.stfcfoundation.com



Swindon Town FC **Community Foundation**

Health and Social inclusion Officer Job Description



CHARITY NUMBER 1121820

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Where People Matter

THE VISION of the Community Foundation is to strive and endeavour to help people achieve their goals by delivering quality and innovative programmes that focus upon the needs and requirements of its participants.

OUR MISSION

Swindon Town FC Community Foundation delivers a wide range of programmes in Swindon and surrounding areas. These programmes are delivered with the aims of engaging, participating and achieving. This is done by increasing sports participation, whilst looking to increase the allegiance between the local community and their local professional football club. The Foundation aims to achieve this whilst meeting the aims and objectives, and themes of the Premier League and EFL Trust, including Sports Participation, Education, Social Inclusion and Health.

Swindon Town FC Community Foundation continues to strive to meet the highest professional standards to enhance and develop their programmes.

CORE VALUES

- Delivering professional, quality, safe and affordable programmes
- Listen to the views of children, young people, adults and our partners
- Provide excellent communication and customer care
- Offer opportunities for all participants to be empowered to achieve their goals.
- Invest in and support staff to develop.
- Make a Difference.



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Job Title: Health and Social inclusion Officer	Salary: £20,000 - £24,000
Reports to: Head of Foundation	Hours: 40
Role Purpose: We are looking for a Health and Social inclusion Officer who is passionate about developing thriving and successful health & wellbeing and inclusion programmes. The role of the Health and Social inclusion Officer is to coordinate the delivery and evaluation of all Health & Inclusion initiatives on behalf of Swindon Town FC Community Foundation. The successful candidate will oversee Our Football fans in Training programmes for both male and female participants. The candidate will also be overseeing the Onside and Healthy Families programmes and support the Foundation core activities. The candidate must understand the importance of monitoring and evaluating projects and have a passion for community engagement through the vehicle of a professional Football Club.	
Roles & Responsibilities: The Health and Social inclusion Officer will work alongside the Assistant Head of Foundation to <ul style="list-style-type: none">• Support the delivery of a long term agreed Health and Inclusion strategy.• Produce, deliver, and monitor annual operational plans to meet the objectives of the Community Foundation's long-term strategy.• Sustain existing and create new relationships with external funders and key stakeholders including Public Health and Swindon Borough Council• Establish and maintain effective internal and external communication systems to manage and promote specific activities within Swindon Town FC Community Foundation• Ensure Swindon Town FC Community Foundation are being represented within local, regional and national networking, partnership and strategic events within the Health and Inclusion sector.• Support the delivery of core activities.	
The Health and Social Inclusion Officer will be responsible for: <ul style="list-style-type: none">• Planning, delivering, and evaluating all activities under the Health and Inclusion programmes.• Managing the risk of the individual Health and Inclusion sessions to ensure safe sustainable programmes.• The relationship between our partners such as SBC and Public Health Swindon.• Monitoring all outcomes within the projects focusing on measuring impact of projects meeting clear deadlines set by funding partners and Head of Foundation.• Ensure the values of Swindon Town FC Community Foundation are adhered to throughout the department.• At all times adhere to Swindon Town FC Community Foundation policies and procedures including health and safety, child protection and safeguarding along with all policies set by the Foundation.	



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Equality, Safeguarding and Commitment

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be responsibly requested. Equality Code of Practice - Swindon Town Community Foundation are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether job applicant, employee or customer, shall be discriminated against. For full details, please refer to our Swindon Town FC Community Foundation employees Company Handbook Safeguarding Statement – Swindon Town FC Community Foundation are committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment.

Person specification		
Education / Qualifications	Essential	Desirable
FA Level 2 Coaching Qualification (minimum)	*	
Level 2 Fitness Instructor or equivalent		*
Current Safeguarding Certificate	*	
Current First Aid Certificate	*	
Educated to degree level		*
Level 3 Personal Trainers Qualification or equivalent		*
Additional NGB accredited coaching qualifications		*
Hold a valid full, clean UK driving licence.	*	
Knowledge and experience	Essential	Desirable
At least 2 years working within a similar role	*	
Minimum of 2 years project delivery	*	
Developing plans and strategies relating to your work within your organisation	*	
Monitoring and evaluating projects and initiatives	*	
Budgetary Management and Financial controls	*	
Skills and Competencies	Essential	Desirable
Ability to represent Swindon Town FC Community Foundation and communicate with all potential contacts (staff, managers, teachers, public of all ages) whilst presenting a professional image	*	
Good level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel and Outlook	*	
Ability to engage with people from all backgrounds and strong networking skills	*	
Flexibility to work outside of normal working hours e.g. evenings & weekends to meet the needs of the community	*	
Ability to develop and implement high quality, varied and creative projects and activities	*	
Ability to inspire, engage and educate people from all backgrounds through sport	*	
The ability to work under own in active and be proactive in driving the organisation forward	*	
Recognised health qualification		*
Equality & Inclusivity	Essential	Desirable
Ability to work in a non-discriminatory manner, in accordance with Swindon Town FC Community Foundations Equality and inclusion Policy	*	

To apply for this role, please send a completed application form and cover letter via email to shane@stfcfoundation.com or call 07919112982 for more information.

Closing date for applications: Friday 18th December 2020 5pm. Interviews: Thursday 7th January 2021



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