



*Inspiring change within our community*

**Ewood Park Stadium, Blackburn, Lancashire, BB2 4JF, United Kingdom**  
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<b>Organisation</b>	Blackburn Rovers Community Trust
<b>Position</b>	Youth Football Engagement Officer
<b>Salary</b>	£21,000 per annum.
<b>Location</b>	Blackburn Rovers Community Trust, Ewood Park, BB2 4JF
<b>Type of Contract</b>	Full Time – 1 year post with a view to extension (subject to funding and performance)
<b>Closing Date</b>	12 noon on Friday 10 <sup>th</sup> May 2019

#### **Who we are:**

Blackburn Rovers Community Trust is one of the leading football club charities in the country, currently generating and reinvesting a record £1.6m annually in our local community, benefitting those who help us to record more than 50,000 engagements each year.

Winners of five major awards in the past year – including the EFL North West Community Club of the Year and Northwest Football Awards Community Club of the Year – our fast-growing organisation currently employs more than 40 full-time staff and a similar number of part-time and casual coaches and community engagement staff, helping us to deliver more than 50 projects in education, health, social inclusion and sports participation, as part of our role as the official charity of Blackburn Rovers FC.

#### **About the role:**

Blackburn Rovers Community Trust are delighted to offer an opportunity to manage and grow a range of football opportunities across the borough. This remit will include managing soccer camps, development centres, matchday coaching activities and any other new revenue streams related to community or holiday football delivery. Around 10 hours per week (approximately 25%) of this role will be delivery.

Blackburn Rovers Community Trust (BRCT) is seeking to appoint an enthusiastic, charismatic and dedicated sports coach to support the management and delivery of BRCT's community football and holiday offer across Blackburn with Darwen and our wider catchment area.

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The Youth Football Engagement Officer will spend at least 10 hours delivering football sessions in community hours.

The Youth Football Engagement Officer will also have some responsibility to undertake basic administration and monitoring and evaluation tasks to support the Head of Community Programmes measure effectiveness, continuously improve and report back to the Executive Team.

**Main Purpose of the role is to:**

The main purpose of the role will be to retain and grow football development services in the following areas:

- Football holiday camps
- Development centres
- Matchday coaching activities
- New football provision revenue streams

**How to apply:**

To apply, please email your application form, equal opportunities form and covering letter to [recruitment@brfctrust.co.uk](mailto:recruitment@brfctrust.co.uk). CVs will not be accepted.

FAO: Gary Robinson (CEO)  
Blackburn Rovers Community Trust,  
Ewood Park,  
Blackburn,  
BB2 4JF

**Interview dates:** To be confirmed.

*Please note that the job will be subject to satisfactory references and enhanced DBS procedures.*

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Job Description  
Youth Football Engagement Officer  
Blackburn Rovers Community Trust

JOB DESCRIPTION		
1.	Job Title	Youth Football Engagement Officer
	Salary	£21,000 per annum
	Hours of Work	You will be expected to work a minimum of 37.5 hours per week, excluding a meal break. Around 25% of the role will be predominantly based within evening and weekend unsociable hours (4-10pm).
	Location	Blackburn Rovers Community Trust, Ewood Park, BB2 4JF You will be required to undertake travel as necessary to fulfil your job requirements and to the satisfaction of BRCT. Regular meetings will take place at Ewood Park.
	Responsible To	The Head of Community Programmes, the BRCT Executive Management Team and the BRCT Senior Management Team
	Responsible For	Supporting casual coaches / youth workers
	Contractual Status	Full Time – 1 year post with a view to extension (subject to funding and performance)
2.	Overall purpose of the Job	<p><b>Main Purpose of the role is to:</b> The main purpose of the role will be to retain and grow quality football development services in the following areas:</p> <ul style="list-style-type: none"> <li>• Football holiday camps</li> <li>• Development centres</li> <li>• Matchday coaching activities</li> <li>• New football provision revenue streams</li> </ul>
3.	Duties and Responsibilities	<p><b>To be responsible for the following:</b></p> <p>To support the development of a variety football development opportunities across BwD neighbourhoods and our wider catchment area.</p> <p>To meet realistic targets to grow provision and fulfil potential.</p> <p>To engage new target audiences in positive football activities</p> <p>Support quality assurance of all casual staff and external deliverers across the delivery.</p>

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	<p>Be prepared to undertake any sport/engagement delivery as required.</p> <p>To help embed a positive culture across all delivery.</p> <p>To attend relevant meetings with BRCT management staff and external partners to improve memberships and/or quality of services.</p> <p>Support the coordination of all sports facilities and equipment usage across the football delivery.</p> <p>To work closely with BRCT's Community Inclusion Manager to support their delivery.</p> <p>Market the football club to these communities.</p> <p>To support talent identification opportunities.</p> <p>To monitor and evaluate your own delivery and support/monitor other casual staff to ensure they do the same.</p>
<p><b>4. General</b></p>	<p>To at all times represent Blackburn Rovers Football Club and Blackburn Rovers Community Trust in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p>

**5. Person Specification**

	Essential	Desirable
<p><b>Demonstrable Experience</b></p>	<p>Experience developing and growing football specific community provision.</p> <p>Experience developing or working on football holiday camps.</p> <p>Creating and delivering a variety of football sessions in a community setting, often with disaffected hard-to-reach young people.</p> <p>Experience supporting or developing a programme of activities.</p> <p>Experience working with similar demographics to the</p>	<p>Experience of working with a charity and/or a professional football club community scheme and/or a community setting.</p> <p>Managing a facility which includes sports opportunities.</p> <p>Experience managing or supporting the management of grant funding across different sectors.</p>

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	<p>people within the borough of Blackburn; particularly with those of a BAME background.</p> <p>Experience managing a team of staff and managing a staffing rota.</p>	
<p><b>Knowledge</b></p>	<p>An in-depth knowledge of sport, including un-traditional activities to target a wide range of young people.</p> <p>Understanding of local geographical demographics, inter-faith relations and the barriers and/or challenges minority groups face in our society.</p> <p>Understanding of youth work values and principles and how these are implemented into practice.</p> <p>Actively keeps up to date with Children and Young people policy and best practice.</p> <p>Understanding of the issues that impact on the lives of young people and a track record in delivering innovative and exciting youth work opportunities that contribute outcomes.</p> <p>Knowledge and understanding of Working Together to Safeguard Children &amp; Young People.</p> <p>Ability to work in accordance with national, local and organisational Child Protection and Safeguarding policies and procedures.</p>	<p>Promoting the brand of a professional football club to the local community.</p>

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	<p>Ability to identify and appropriately respond to cases of potential or actual child abuse.</p>	
<p><b>Skills</b></p>	<p>Must have relevant experience of working with children/young adults (8-19). This will include coaching, teaching or mentoring within a young adult environment.</p> <p>Must have a 'can do' attitude.</p> <p>Must be proactive.</p> <p>Strong interpersonal skills with the ability to communicate effectively both orally and in writing.</p> <p>To have a pleasant and approachable demeanour.</p> <p>The ability to work with the minimum of supervision.</p> <p>Ability to adhere to and maintain effective relationships with young people, parents, carers and other colleagues within appropriate professional boundaries</p> <p>The ability to work as part of a team, demonstrating a willingness and ability to perform all functions required of team members.</p> <p>Excellent people skills with the ability to motivate and inspire individuals and organisations.</p> <p>Maintain a level of flexibility and adaptability in a fast paced environment.</p>	<p>Strong IT skills including MS Word, Excel and PowerPoint.</p> <p>A track record of working with disabled young people.</p> <p>Previous project management experience.</p> <p>Working within partnership and multi-agency programmes. Experience of promoting and recruiting participants onto programmes/activities</p> <p>Working within a professional football club environment.</p> <p>Experience of recruiting and working with volunteers.</p> <p>Practical experience of managing information operating systems including monitoring, evaluation and quality assurance frameworks.</p> <p>A second language which is prominent within our local area.</p>

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	<p>Highly organised with the ability to prioritise.</p> <p>A creative thinker with the ability to see new opportunities.</p> <p>A confident and conscientious approach to work.</p> <p>Ability to work flexible hours to meet the needs of children (evenings, weekends, residential)</p>	
<b>Qualifications</b>	<p>Minimum of five GCSEs including English and maths at a Grade C or above.</p> <p>A-levels (or equivalent).</p> <p>A 1<sup>st</sup>4Sport Level 2 coaching qualification.</p> <p>A variety of other 1<sup>st</sup>4Sport Level 1 qualifications.</p>	<p>A degree in a relevant subject.</p> <p>A FA Level 1 coaching qualification.</p> <p>A Youth Work qualification.</p> <p>To hold a valid UK driving licence.</p>

**Please note:**

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, many of whom are under eleven years of age, and a number of whom may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

**Safeguarding Recruitment:**

Blackburn Rovers Community Trust and Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can also expect to have their personal information entered on to a Single Central Record and/or the FA's Whole Game system, which will be shared with key football and other sports governing bodies and organisations where applicable.

**Equality & Diversity:**

As we are a diverse community trust that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. BRCT is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

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The 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.

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