



Argyle Community Trust

Active Through Football Programme Manager

Location: Plymouth

Job Description

Hours: 40 hours per week; evening and weekend work are a requirement of the post

Salary: Competitive plus benefits

Contract: Permanent position, full time.

Reports to: Health Manager and Business Manager

Area: Plymouth

Start Date: January 2022, earlier if possible

Closing date for applications: 29th October 2021

This post is open to Internal and External Applicants.

At Argyle Community Trust we are proud of our current health and well-being programmes and the benefits that these are bringing to individuals in our local communities. We are now looking for a passionate and experienced programme manager to work with our Health and Well-being team to lead and develop this expanding area of our work. The post holder will be responsible for the overall management and implementation of the Active Through Football project and its team of local deliverers. The candidate must have good, in-depth knowledge of health, well-being and behaviour change processes. Experience of managing and delivering health, well-being and exercise interventions in a wide range of settings, including sports centres, workplaces and in a variety of community settings for adults is essential. Ideally, the candidate will have good insight into football development and a current understanding of sport for development.

We would also expect the candidate to have experience in managing delivery staff and local and national stakeholder relationships. An awareness of how Active Through Football is aligned to wider sport/community development and public health objectives is also expected. The successful candidate should also have experience of managing budgets, be innovative in how to achieve targets, fundraise and be used to delivering community projects against performance KPIs. A key element for the post is community engagement and therefore, the post holder must be able to reach out and develop relationships within local communities to ensure we engage with those currently not engaged in sport provisions within their local areas as well as developing a culture of positive opportunities to help those that are inactive.

The candidate must also have knowledge regarding barriers to participation and wider societal issues that prevent people from engaging in sport. The project will require the post holder to support hard-to-reach community members and be able to inspire them to re-engage with sport and physical exercise, as well as wider health and lifestyle workshops.

Argyle Community Trust is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

The post holder may be asked to fulfil additional responsibilities that align with the Active Through Football programme.

If you can meet the specifications and would like to be considered for the role, please complete our online application form <https://forms.gle/PMgHXnbBwVMf9M4o9> and upload a covering letter and/or CV outlining why you would like to be considered for the post.

Key Duties:

Management Duties:

Manage and deliver Argyle Community Trust's Active Through Football programme.

This is to include:

- Implementation of the project in line with the contractual requirements.
- Management and support of Active Through Football - Behaviour Change Officer and Project Coaches in developing a successful project across 4 targeted Plymouth communities.
- Management of all project staff, the Project Advisory Board and hyper-local resident groups to ensure deliverables are achieved.
- Regular updating of the Active Through Football Delivery Plan and reporting developments/performance back to CEO, national funders and stakeholders.
- Completion of all monitoring, and evaluation requested by ACT and national funders.
- Management of a monthly programme of project meetings with Project Board and hyper-local community steering groups.
- Attendance at all national training events/meetings, as well as city-wide events that add value to localised project plan/outcomes.
- Ensuring the delivery of a high-quality sport, physical activity and learning programme that has been outlined in the project's delivery plan.
- Working closely with Public Health, County Sport Partnership, County FA and Local Authorities to ensure the programme remains planned and delivered in line with city-wide strategies and policies.
- Developing a suite of training for the project's Behaviour Change Officer and Delivery Staff to ensure they are competent and confident deliverers of programme content, in line with programme expectations.
- Developing and managing relationships with partners to embed external development opportunities into this suite of training.
- Adhering to the Health & Safety and Safeguarding procedures in your designated sessions and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are created, understood and adhered to across the wider project team.
- Promoting safe practices outlined in Trust policies and procedures and ensure professional standards are adhered to across all areas of delivery and Risk Assessments are in place for all programmes.
- Working with the Health and Well-Being team to develop opportunities to improve the Trust's wider behaviour change offering across Devon and Cornwall.
- Working with MarComms Team to create and manage a recruitment timeline with a clear strategy and defined targets/deadlines. Ensure all recruitment events are delivered and that Active Through Football remains ahead of its engagement curve.
- Recruiting and managing new and existing partnerships to ensure Active Through Football is working with the relevant organisations across 4 targeted areas.
- Securing additional match-funding or in-kind partner support to increase output and

sustainability of the programme.

- Ensuring accountability on the project at all times.
- Developing and maintaining relationships with local people and communities to continue to gather insight regarding project performance and wider community issues.
- Liaising with internal and external partners throughout the project, including national funders.
- Managing the transition from free to participant paid sessions, including the oversight of an available hardship fund.
- Working to agreed budgets and to targets set in project plans by CEO and national funders.
- Managing other projects as and when requested to support the wider working of the Trust.
- Support and deliver on Active through Football sessions ensuring consistency and quality across the programme.

Development Duties:

- Engage and inspire project participants to make positive lifestyle behaviour changes. More specifically, engage and support those who have been identified within the *Plymouth Plan* as partaking in negative lifestyle choices.
- Develop learning resources for informal health, well-being and diet 'classroom based' sessions that educated participants about positive lifestyles.
- Develop a retention/incentives package that will be made available to participants in order to encourage their sustained engagement over the 5-year period.
- Develop a volunteers' programme to support local people transitioning from participant to community champion.
- Liaise with key stakeholders to ensure maximum impact
- Develop new relationships to diversify our sport, education and incentive offer.
- Organise hyper-local community celebration and recruitment events.
- To develop and train a staff team that is skilled, qualified and aware of the behaviour change process.
- Develop a range of hyper-local networks and resident forum groups, ensuring that the project remains a collaborative approach between local people and project.
- Deliver CPD events to Trust staff.

Other Duties:

- Support and deliver on practical sessions, these could include ad-hoc Higher Education lectures or other ACT Health Intervention programmes.
- Work closely with other ACT Managers and staff in sharing good practice, ideas and attend and contribute to regular management meetings.
- Undertake regular quality assurance of Active Through Football sessions (practical and classroom-based behaviour change), recruitment and celebration events, and wider ACT work.
- Manage other health initiatives at times to support the wider charity aims.
- Identify funding and apply for funding with the Business Manager that further supports the Active Through Football and other health provisions within the remit.
- Complete office and administrative duties when required, ensuring General Data Protection Regulations and IT Policies are adhered to.
- Organise and support Special Events to assist in the promotion of the Trust's activities, this may include occasional match day hosting of strategic partners on a corporate table.
- Continually monitor and evaluate all sessions, activities and programmes and adapt delivery accordingly. All M&E is to be fed into the Impact Team as directed by the remit manager.
- Retain people in sport and physical activity by providing guidance on progression, exit routes and further sporting and leisure opportunities based on interest. This could include local volunteering or employment opportunities, walking/veteran football, health classes or more targeted interventions.

| PERSON SPECIFICATION | Essential Desirable | Application or Staff record or | Interview | Reference |
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| Qualifications <ul style="list-style-type: none"> • Degree in related subject; Sports development, Social Science or equivalent experience. • English and Mathematics at GCSE / O'Level and a good understanding of data and Statistics • ICT to Level 2 • Hold an up-to-date FA Safeguarding Children and Basic First Aid for Sport (BFAS) qualifications • Hold a Full and Clean UK Driving License • Equality and Diversity Module • NGB level 2 • Health related qualification | E E D D E D E D | ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ | |
| Knowledge and Understanding <ul style="list-style-type: none"> • Understanding of Sports Development and behaviour changes • Knowledge of research methodology and project evaluation • Understanding of measuring impact in sports delivery and sports development. • Awareness of requirements and restrictions involved in working with National Governing Bodies of sport and/or similar or related organisations. • Excellent (current) knowledge of local demographic and social deprivation indices • Knowledge of local and national priorities. • Clear understanding of Argyle Community Trust Vision, Values and Strategic Aims. • Have knowledge and can advise upon a range of delivery outcomes eg early years, disability, community engagement. | E E E E E E D E | ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ |
| Delivery: <ul style="list-style-type: none"> • Devise inclusive and engaging sessions which can be adapted to a variety of needs and settings • Evidence of successfully supporting people with differing abilities • Proven ability to communicate effectively with groups and hard to reach populations. • Ability to engage and motivate groups of participants • Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes • Respond positively to feedback and strive for high standards and excellence in all aspects of the role • Challenge non-compliance and uphold Trust policy and procedures | E E E E E E E | ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ ✓ ✓ | ✓ ✓ ✓ ✓ |
| Communication: <ul style="list-style-type: none"> • Good standard of English in both written and verbal communication. • Understand obligations regarding information sharing and GDPR • Ability to accurately convey meaning and deliver information in a clear, concise and engaging way. | E E D | ✓ | ✓ ✓ ✓ | |

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| <ul style="list-style-type: none"> Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines | E | | | ✓ |
| Leadership and Management Skills: | | | | |
| <ul style="list-style-type: none"> Evidence of successfully supporting and developing staff. | E | ✓ | | ✓ |
| <ul style="list-style-type: none"> Experience of successfully managing budgets and track record of delivering within budget. | E | ✓ | | |
| <ul style="list-style-type: none"> Proven ability to communicate effectively with business and charity sector and develop partnerships. | E | ✓ | ✓ | |
| <ul style="list-style-type: none"> Ability to engage and motivate a team of staff. | E | | ✓ | ✓ |
| <ul style="list-style-type: none"> Ability to manage complaints and resolve conflict, mediating effectively between parties and eliciting positive outcomes. | D | ✓ | | |
| <ul style="list-style-type: none"> Respond positively to feedback and strive for high standards and excellence in all aspects of the role. | D | ✓ | | ✓ |