



ARGYLE
COMMUNITY
TRUST

Job Application Pack

Active Through Football Project Lead





Who we are...

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles.

We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

Our Values

We endeavour to uphold six core organisational values:

Professionalism - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

Inclusivity - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

Respect - we respect our partners, people, and communities and aim to gain the respect of others.

Excellence - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

Honesty - we are open and transparent in all our work and with the communities we serve.

Pride - we are proud of what the organisation and its parent club represent.

What we do...

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults.

We strive to work ethically and transparently in everything we do.

Our Mission

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

Empower people in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

Promote physical participation and wellbeing by encouraging healthier lifestyles and removing barriers to participation.

Inspire supporters to engage with our community outreach programmes.

Improve our systems and structures to ensure we provide quality, efficient services that are value for money.

Understand and measure the impact of our programmes on the community.





ARGYLE COMMUNITY TRUST

Organisation:	Argyle Community Trust
Position:	Active Through Football Project Lead
Location:	Plymouth and Devon
Offices:	Home Park, Outland Road , Plymouth PL2 3DQ Manadon Sports Hub, 121 St Peter's Road, PL5 3JG
Salary:	£24,500 per annum
Contract:	Full Time, Permanent
Hours:	40 hours per week
Reports to:	Health and Wellbeing Manager

Benefits and Opportunities

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives & progression based on key performance indicators, appraisals and added value to the Trust.

Benefits

- Access to auto-enrolment pension scheme
- Relevant qualifications and training
- Ticket incentives for staff
- An opportunity to buy back on holidays
- Free access to courses for your children (immediate family) across Argyle Community Trust provisions
- Club Kit

Other Benefits

- Holiday allowance based on service, after 5 years of service your holiday entitlement will increase by 1 day each year, enabling you to increase your holiday allowance by up to 4 days
- Private healthcare after two years of service, not contractual but based on how the charity performs

Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

- Work mobile phone with some allowance for personal usage
- Use of company vehicle for work purposes only
- Car Allowance

Apply Now

Closing date for applications: Sunday 20th August 5pm

Start Date: October 2023 - (Negotiable)

The Role

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 project leader to work with our Health and Wellbeing team to lead and develop this expanding area of our work. The post holder will be responsible for the overall delivery and operation of the Active Through Football project and its team of local delivery providers. The candidate must have good, in-depth knowledge of health, wellbeing, and behaviour change processes. Experience of planning and delivering health, wellbeing, and exercise interventions 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 leading a team of delivery staff and maintaining 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, be innovative in how to achieve targets, raise funds 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.

Primary Objectives of the Role

- Lead Argyle Community Trust's Active Through Football project overseeing the delivery of an exemplary provision, setting the tone and insisting upon high standards from all staff and delivery partners.
- Monitor and Evaluate the Active Through Football project evidencing the reach and impact of the programmes, ensuring all KPIs, targets and outcomes for projects are completed.
- Develop and maintain relationships with local people and communities to gather insight regarding project performance and wider community issues identifying opportunities to improve the Trust's wider behaviour change offering across Devon and Cornwall.
- Promote Health & Safety and Safeguarding procedures in your designated sessions and liaise with Designated Safeguarding Officer when appropriate, ensuring risk assessments are created, understood and observed across the wider project team.

Key Internal Relationships	Key External Relationships
Health and Wellbeing Manager	Football Foundation
Chief Operations Officer	Sport England
Safeguarding Officer	Plymouth City Council
Delivery Staff / Coaches	Livewell SW
Marcomms Team	Facility Providers

Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants on our programmes and promoting 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.

Job Description

Plan and Deliver

- Manage and support the Active Through Football - Behaviour Change Officer and Project Coaches in developing a successful project across 4 targeted Plymouth communities.
- Plan and deliver Active through Football sessions ensuring consistency and quality across the programme. This could also include ad-hoc Higher Education lectures or input to other ACT Health Intervention programmes.
- 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.
- 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.

Promote and Develop

- Develop a retention/incentives package that will be made available to participants in order to encourage their sustained engagement over the 5-year period.
- Organise hyper-local community celebration events.
- Identify and apply for funding, in conjunction with the Business Development Manager, that further supports the Active Through Football and other health provisions within the remit.
- Attend all national training events/meetings, as well as city-wide events that add value to localised project plan/outcomes.

Measure Impact and meet KPIs

- Regularly update the Active Through Football Delivery Plan liaising with the impact team to create valid and reliable ways in which to capture outcomes and report back to the Health and Wellbeing Manager, Chief Operations Officer, national funders and stakeholders.
- Implement the project in line with the contractual requirements, working to agreed budgets and to targets set in project plans by Health and Wellbeing Manager and national funders.
- Complete all monitoring, and evaluation requested by ACT and national funders.

Quality and Safety

- Ensure that staff observe and comply with Health & Safety and Safeguarding procedures in Active through Football Sessions and liaise with Designated Safeguarding Officer when appropriate.
- Undertake regular quality assurance checks of Active Through Football practical and classroom-based behaviour change sessions, recruitment and celebration events.
- Evaluate sessions, activities and programmes and adapt delivery accordingly ensuring that outcomes are fed into the Impact Team as directed by the Health and Wellbeing Manager.

Project Leader's responsibilities

- Prioritise Health and Safety and Safeguarding when planning and delivering to ensure that the Trust protects the welfare and safety of all staff, volunteers and participants.
- Enhance the reputation of the Trust by creating positive relationships within local and national networks.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.
- Model best practice

What we are looking for in our Staff?

- Lead by example
- Treat all colleagues with respect
- Be open and honest
- Bring new ideas to the way we do things
- Listen to and learn from others
- Support and encourage each other to develop
- Embrace new thinking and technologies
- Look out for each other
- Give it everything you've got



What we are looking for in this role.

Qualifications and Experience	
Minimum level 2 Qualification in sport, health and/or fitness (e.g., personal training, gym instruction, nutrition)	D
Emergency First Aid for Sport or equivalent Qualification	D
Strong educational background, Degree (or equivalent) in related subject	D
Mental Health First Aid Qualification	D
FA Level 1 Football Coach or equivalent in another sport	E
Hold a Full Driving Licence	E
Knowledge And Understanding	
Understanding of sports development and behaviour changes	D
Ability to resolve conflict, mediating effectively between parties and eliciting positive outcomes	E
Have knowledge and can advise upon a range of delivery needs eg disability, community engagement	E
Understanding of measuring impact in sports delivery and sports development	D
Experience of working in a sport or community-based environments	E
Experience of delivering sport and physical activity programmes to vulnerable adults in a wide range of settings	E
Understanding of safeguarding principles and procedures and commitment to delivering safe practice	E
Management Skills and Attributes	
Excellent listener with the ability to understand the needs of external stakeholders and identify mutually beneficial partnership opportunities	
Excellent organisational and project management skills with the ability to problem-solve	
Excellent communication and interpersonal skills including negotiation and persuasive skills	
Excellent attention to detail and risk management	
Ability to create a strong team culture and also to be able to work independently	
A creative, can-do and solution-orientated approach to work, with the ability to solve problems	
Staff Skills and Attributes	
Proven relationship-builder at all levels with strong interpersonal skills	
Behave in an inclusive and respectful way, representing the positive EDI values of the Trust	
Ability to accurately convey meaning and deliver information in a clear and engaging way including face to face presentations and written materials	
Understand obligations regarding confidentiality, information sharing and GDPR	
Good standard of English in both written and verbal communication	



**“Our Mission
is to inspire and make a
positive difference to Devon
and Cornwall Communities.”**

How to apply:

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>. You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only

In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification.

If you would like further information or wish to discuss the post contact ACTrecruitment@pafc.co.uk

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Closing date for applications
Sunday 20th August 2023 5pm

A final word from our staff...

"I love working with different communities every day and seeing how our work makes such a huge difference to peoples' lives. I wake up each day knowing that it'll be totally different to yesterday and that can only be seen as an exciting place to work."

What do you love most about working for the Trust?

"The range of work that happens with opportunities created for diverse groups of people is amazing."

"Every day is different and I enjoy seeing the progress month upon month, year upon year."

"I felt valued and part of something since the first day I started."

"I love being able to make a positive change to peoples' health and lives whether it be mentally, socially or physically. It's always been very rewarding to see somebody progress and excel knowing that you have supported them. It's also great working in and around a football environment and the Club."

"The team we have in my department is absolutely brilliant, they daily go above and beyond what is expected of them, and I love that every day is different."