



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

West Cornwall Holiday & Programmes 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:	Holiday & Programmes Lead
Location:	West Cornwall
Offices:	Carn Brea Leisure centre, Pool, Redruth, Cornwall, TR15 3QS
Salary:	£22,969 per annum
Contract:	Full Time Permanent
Hours:	37.5 hours per week
Reports to:	West Cornwall Regional 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 and 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

Closing date for applications: Friday 20th October, 5pm
Start Date: As soon as possible

The Role

Argyle Community Trust is looking to recruit a West Cornwall Holiday and Programme Lead to promote and develop our Holiday & Participation programmes provision across the West Cornwall Region. As a registered charity, the Community Trust works closely with Plymouth Argyle Football Club and with many people across several sectors where sport has proven to be the ideal tool for creating lasting engagement with individuals.

The focus for this role will be to plan and deliver the Trust's Holiday Programmes in the West Cornwall Region and to develop and promote them across local schools, sports facilities and other community-based settings to increase sports participation. Additionally, the post holder will be responsible for the development and promotion of our some of our health programmes such as 'Argyle Fit'.

The post holder will be required to measure impact and meet key performance indications set out by funding partners in relation to the above programmes as well as working with partners such as local schools, sporting facilities, Cornwall FA and local councils. The successful candidate will be passionate about sports development and improving the personal development of those who are physically inactive whilst also developing relationships and partnerships with other local organisations to enhance ACT's offering to the local communities we operate within.

A key function of the West Cornwall Holiday & Programmes Lead is to ensure the highest quality programmes are delivered and that the Trust's aims and objectives are met in a safe and robust manner. In addition, the post holder will work with the participation team across the region to deliver school-based provisions such as Physical Education and Extracurricular clubs and development centres.

The role will involve challenging our team of staff to improve and develop our current offerings. We would expect the candidate to have a number of sports coaching qualifications and/or Sports development/ Sports coaching specific degree. In addition to this, the applicant must be able to undertake key administrative duties such as emails and data administration for reporting purposes.

Primary Objectives of the Role

- Lead and Develop Argyle Community Trust's Holiday and Sports Development programmes delivered throughout the communities of West Cornwall.
- Set high standards in the planning and delivery of a variety of Holiday programmes that will fulfil the Trust's aims and objectives and meet the needs of the local communities throughout West Cornwall.
- Track and monitor the impact of programmes by collating valuable feedback in line with the aims and objectives of the programmes and develop the showcasing of impact through reporting processes.
- Assess and measure the Quality of programmes through quality assurance checks and gathering meaningful feedback from funders and participants.
- 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.

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 in our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. Where regulated activity forms a part of the job role, the successful candidate will be subject to undertaking enhanced DBS checks prior to employment. Candidates are advised that in order to identify any matters that might relate directly to ACT's legal duty to meet the safeguarding requirements set out in KCSIE, online searches may be carried out on short-listed applicants in order to identify incidents or issues related to a candidate's suitability to work with children.

Job Description

Plan and Deliver

- Ensure delivery plans for the funded programme are aligned with the funding applications and Key Performance Indicators and targets are met.
- Suitably plan staffing presence in relation to programme needs and objectives.
- Ensure personal and team delivery is of a high standard across provisions in West Cornwall programmes across school and community sessions.

Promote and Develop

- Review and develop the programme plans for ACT's West Cornwall Participation team.
- Develop relationships with current and new local and national partners in relation to the community Trust aims and objectives.
- Develop the plans for participation-focused programmes in line with ACT's aims and objectives with the West Cornwall Regional Manager.

Measure Impact & Meet KPIs

- Collect evidence to highlight the impact of the holiday and sports development programmes based in West Cornwall. Ensure Key Performance Indicators are being met through funded and non-funded programmes by tracking progress towards targets.
- Track Key Performance Indicators across programmes to ensure targets are being met and programmes are developing.

Quality & Safety

- Improve the quality of delivery through the application of Quality Assurance checks implemented across community-based programmes.
- Monitor impact outcomes from programmes through regular data reporting through communication with partners alongside pre & post-questionnaires, case studies and media recordings with the delivery & impact teams.
- Provide Risk assessments for programmes and venues in use across West Cornwall Sports Development and School-based sessions.

Programme Lead 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.
- Promote compliance ensuring that the Trust enforces all policies and procedures, challenging staff when they don't do the right thing.
- Take responsibility for promoting the Trust, creating positive relationships within local and national networks and enhancing the reputation of the Trust.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.
- Facilitate ACT's strategic and charitable aims ensuring that our work inspires and makes a positive difference to Cornwall and Cornwall communities
- Lead staff by modelling best practice and creating a culture of high-quality customer service.

Key Internal Relationships	Key External Relationships
Head of Participation	Plymouth Argyle Football Club
West Cornwall Regional Manager	Local Facilities
Other Regional Holiday & Programme Leads	School MATs
Designated Safeguarding Officer	Cornwall Councils
West Cornwall Football Development Lead	Healthy Cornwall

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	
FA Level 1	E
FA level 2/UEFA C	D
AfPE level 3/HLTA level 3 qualification	D
Hold an up-to-date FA first Aid & FA Safeguarding qualification	E
A minimum of 2 years' experience operating with Sports Development/Sports Coaching	D
Experience of working in Community Club Organisations	D
Experience of monitoring and evaluating projects working effectively towards KPIs and outcomes	E
Experience in liaising with partnered organisations	D
Knowledge And Understanding	
Knowledge and understanding of budgeting and tracking KPI outcomes	D
Understanding of measuring and reporting upon impact and project outcomes	E
Excellent (current) knowledge of School PE and Sport National curriculum for KS1 & KS2	E
In-depth understanding of Sports Development and coaching and can advise upon a range of delivery outcomes e.g., early years, disability, community engagement	E
In depth understanding of Sports Development and coaching and can advise upon a range of delivery outcomes e.g., early years, disability, community engagement	D
Understanding of compliance-based practice (Safeguarding, DBS, Statutory Guidance, etc.)	D
Understanding of compliance-based practice (Safeguarding, DBS, Statutory Guidance, etc.)	D
Knowledge and Understanding of the West Cornwall Region	E
Programme Leader - 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 good negotiation and persuasive skills	
Excellent attention to detail and risk management	
Ability to create a strong team culture and 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, always 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; effectively conveying information at an appropriate level	
Respond positively to feedback and strive for high standards and excellence in all aspects of the role.	



**“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@paafc.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

Friday 20th October 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."

"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."



ARGYLE
COMMUNITY
TRUST