



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

South Devon Regional Participation Manager

£30,000 per annum | Permanent, full time | 40 hours per week





We are proud to be the official charity of Plymouth Argyle Football Club. For over 25 years it has been our mission has been to inspire and make a positive difference to Devon and Cornwall Communities.

Our outreach work, and the impact we have on the lives of the communities we proudly serve, wouldn't be possible without our incredible people. Trust staff truly make a difference every day.

Mark Lovell - Argyle Community Trust Chief Executive Officer

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.

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.



Position:	South Devon Regional Participation Manager
Location:	Plymouth
Offices:	Home Park, Outland Road, Plymouth PL2 3DQ Manadon Sports Hub, 121 St Peter's Road, PL5 3JG
Salary:	£30,000 per annum
Contract:	Permanent position, full time
Hours:	40 hours per week
Reports to:	Head of Participation

Argyle Community Trust is looking to recruit a South Devon Regional Manager with responsibility to strategically lead and manage the participation provision across the Plymouth & South Devon 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 will be to oversee the Plymouth & South Devon participation teams and to manage and deliver sport-specific participation activities based within local schools, sports facilities and other community-based settings such as at Plymouth Argyle Football Club. The role will cover a variety of targeted session groups such as schools, nurseries and childcare settings, female-specific sessions, match day programmes & disability provisions to support young people's experiences of engaging in physical activity whilst also impacting young people's personal development and understanding of sport.

The post holder will be accountable for linking the work of a designated region into the Trust strategy to maximise delivery to all sectors in the local community. The post holder will manage a number of Educational and Sports Development programmes and will work with multiple partners such as The Premier League Charitable Trust, EFL Trust, Active Devon, Devon FA, local councils and local school MATs. The successful candidate will be passionate about sports development and improving the personal development of those who face barriers to playing sports, or accessing education whilst developing relationships and partnerships with other local organisations to enhance ACT's offer to the local communities we support.

A key function of this role is to establish and develop sustainable opportunities for participation for people who encounter barriers to accessing mainstream provisions within their local area.

The role will involve developing staff members working within the department, by planning and improving the ongoing continual professional development of staff and challenging them to improve and develop the current offer. The successful candidate will be expected to hold a number of sports coaching qualifications and/or sports development/ sports coaching specific degree and be computer literate. In addition to this, the staff member must be able to undertake key administrative duties such as mid-year and end-of-year reporting alongside other administrative duties that are associated with the role.

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://hr.breathehr.com/v/plymouth-and-south-devon-regional-38647>. 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.

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 - Midday 3rd January 25

Shortlisting - 3rd January 25

Interview Date - 14th January 25

JOB DESCRIPTION

Primary Objectives of the Role

- Manage and deliver a variety of sports development based programmes, to meet the Trust's mission and the needs of local communities throughout Plymouth & South Devon. (Manage and Deliver)
- Represent the Trust on external groups and contribute to local priorities working with partners, stakeholders, and external agencies including local authorities and local stakeholders to identify new partnership opportunities to sustain and increase the charity's work and visibility. (Development and Partnerships)
- Liaise with the Head of Participation & impact team to ensure that operational delivery meets funding and programme outcomes and that the processes in place to capture data, measure impact and report to stakeholders are adhered to for programmes and the department. [Quality and Impact]
- Work with the Head of Participation to take responsibility for aligning operational delivery and efficiency within budgetary process. (Budget and Accountability)
- Inspire, lead and manage Plymouth & South Devon Participation staff members in the delivery of exemplary provision by setting the tone and insisting upon high standards for all programmes. Place participants' wellbeing and progress firmly at the heart of all departmental decision-making (Manager and Deliver)

Manage and Deliver

- Manage and ensure delivery plans for funded programmes are aligned with the funding Key Performance Indicators and targets enabling ACT to meet its strategic aims.
- Ensure delivery of participation-based programmes offered in the community align with ACT's strategic aims and objectives.
- Line manage Plymouth & South Devon participation staff establishing clear Key Performance Indicators, implementing robust performance management systems to support and develop staff.
- Work with the Head of Participation to develop staff members within the Plymouth and South Devon participation team by planning, developing and delivering ongoing continual professional development.
- Review and develop the programme plans for ACT's Plymouth & South Devon participation team
- Act as a first point of contact for care and customer service to our participants, dealing with all compliance, comments, complaints and enquiries politely and efficiently.

Development and Partnerships

- Developing relationships with current and new local and national partners in relation to the the Trust's aims and objectives.
- Identify potential sources of funding and work with the Head of Participation to develop participation-based projects that meet ACT's strategy and charitable objectives.
- Develop operational plans for participation-focused programmes in line with ACT's aims and objectives.
- Maintain and develop strong relationships with external stakeholders including partnerships with PLCF, EFL in the Community, Active Devon and local councils across Plymouth & South Devon as well as other local and national funders.
- Hold regular review meetings with all partners and ensure that the Trust provides clear and efficient communications when required
- Research and recognise opportunities for self-development and development of the team through relevant training requirements



Quality and Impact

- Improve the quality of delivery through the implementation of quality assurance checks implemented across community-based programmes.
- Monitor impact outcomes from programmes by regular data reporting through a variety of methods such as surveys, pre & post questionnaires, data reporting in conjunction with the business and impact teams.
- Setting performance-related objectives for team individuals to ensure provision is measured, monitored, and fulfilled.
- Attend large-scale events, competitions and tournaments including staffing allocations through national and regional partners for programmes aligned to the Premier League Primary Stars & Joy of Moving programmes.
- Liaise with the Head of Participation to ensure that internal and external reporting is of a high standard and meets project criteria with thorough evaluation embedded for funded projects.

Budget and Accountability

- Work in conjunction with the Head of Participation and Head of Finance, compiling and monitoring monthly and annual departmental budgets, supporting future financial planning, alongside developing and reviewing annual budget forecasts.
- Work with the Head of Participation to develop provisions to grow and support future financial planning whilst regularly reviewing monthly and annual budget forecasts.
- Liaise with the Head of Participation and Head of Business ensuring internal and external reporting is of a high standard and meets project criteria ensuring that evaluation is in place for all funded projects.
- Take responsibility to ensure all KPIs are monitored and delivered in conjunction with funding through national and local partners.

Management 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 and motivate staff in the provision of a high-quality service to colleagues, stakeholders and funders and delivering a culture of customer focused continuous improvement.
- Protect and support ACT's business interests through attention to budgetary and financial efficiencies, reputational risks and respect for confidentiality at all times.



PERSON SPECIFICATION






Qualifications and Experience	
FA Level 2	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	E
Experience of working in Community Club Organisations	D
Experience of monitoring and evaluating projects working effectively towards KPIs and outcomes	E
Experience of liaising with wide range of external stakeholders at a senior level	D
Experience of reviewing and developing service level agreements and contracts	D
Knowledge And Understanding	
Knowledge and understanding of the budgeting process and tracking KPI outcomes	E
Understanding of measuring and reporting upon impact and project outcomes	E
Excellent (current) knowledge of national governing body plans, School PE and Sport National curriculum and local insight into needs within the community.	E
In depth understanding of Sports Development and coaching and can advise upon a range of delivery outcomes e.g., early years, disability, Sports Development	E
Understanding of compliance-based practice (Safeguarding, DBS, Statutory Guidance, etc.)	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 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	E
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 at an appropriate level	
Respond positively to feedback and strive for high standards and excellence in all aspects of the role.	

RELATIONSHIPS

Key Internal Relationships	Key External Relationships
Head of Participation	Plymouth Argyle Football Club
Facilities team	Premier League Charitable Trust
Other Regional Participation Managers (West Cornwall + East Cornwall & North Devon, Community Programmes)	English Football League Trust
Designated Safeguarding Officer	Active Devon
Data & Impact Manager	Plymouth & Devon Councils Devon FA
Apprenticeship Manager	Devon FA
Education Manager	Other National NGBs such as Devon Cricket and the LTA



BENEFITS - WHY WORK FOR US?

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.

-  Relevant qualifications and training
-  Ticket incentives for staff
-  An opportunity to buy back on holidays
-  Free access to courses for your children across Trust provisions
-  Club kit






Other Benefits

-  Holiday allowance based on service - After five years of service your holiday entitlement will increase by one day each year, enabling you to increase your holiday allowance by up to four days
-  Healthcare Cash Plan after successful completion of probation, 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



Plymouth Argyle Football in the Community Trust trading as Argyle Community Trust

Plymouth Argyle Football Club, Home Park, Plymouth, Devon, PL2 3DQ

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Scan to view our 2022/23
Impact Report



Company Number 06797988
Registered Charity Number 1128906
VAT number 478581341



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