



ARGYLE
COMMUNITY
TRUST

JOB APPLICATION PACK

Community Programmes Manager

£27,1220 to £28,175 per annum | fixed term for up to 9 months to cover a period of secondment | 37.5 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:	Communities Programme Manager
Location:	Plymouth
Offices:	Manadon Sports Hub, 121 St Peter's Road, PL5 3JG Home Park, Plymouth PL2 3DQ Foulston Park, Madden Road PL1 4NE
Salary:	£27,122 per annum
Contract:	Fixed term for up to 9 months to cover a period of secondment
Hours:	37.5 hours per week
Reports to:	Head of Participation

Argyle Community Trust is looking to recruit a Community Programmes Manager to manage and deliver social inclusion sessions, mentoring provisions and to design bespoke programmes to support those most in need. This would be achieved using sport through the Premier League Kicks and Premier League Inspires programmes, managing and increasing the Youth offer at Foulston Park including Street Games. 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 manage and deliver sport-specific inclusive activities based within local communities, targeted areas, schools and other community-based provisions in various settings such as areas of deprivation and ever-changing areas of support within the regions ACT operate. The sessions aim to help support physical activity, health, personal development and mentoring for young people. A key element will be focused on personal support programmes, working with adults and young people in various settings.

A key focus of the role will be to deliver to those within or on the border of the criminal justice system and people affected by societal issues meaning they may not participate in mainstream activities. The post holder will manage and report the impact our Premier League Kicks & Premier League Inspires programme have and will work with multiple partners such as Devon and Cornwall Police, Plymouth Youth Offending Team, Livewell Southwest, Street Games, PAFC football Club, Premier League Charitable Fund and other local partners. The successful candidate will be passionate about improving the life chances of those who face barriers to playing sports, or accessing education, employment and training whilst developing relationships and partnerships with other local organisations to enhance ACT's local offering.

The post holder will establish and develop sustainable opportunities for participation for people who encounter barriers to accessing mainstream provisions within their local area. In addition, the post holder will work with the participation team across the region to ensure that activities align with ACT's strategic aims.

The candidate must have in-depth knowledge of using sport for change within local communities.

Experience in delivering football and multi-skills in a wide range of settings, including community centres, sports centres and varied community work for young people aged 8- 16 years old is essential.

We would also expect the candidate to have a number of other sports coaching or teaching qualifications and be computer literate. In addition to this, the coach 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/community-programmes-manager-40538> 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: 18th May 25

Shortlisting Date: 19th May 25

Interview Date: 27th May 25

JOB DESCRIPTION

Primary Objectives of the Role

- Manage and deliver community programmes provisions such as Premier League Kicks & PL Inspires programme at the highest quality, to meet the Trust's mission and the needs of local communities throughout Devon and Cornwall
- Maintain and develop partnerships with key stakeholders to ensure excellent programme output and outcomes, identifying new opportunities and introducing new strands of work.
- Track the quality and impact of programmes by collating valuable feedback in line with the aims and objectives of the programmes. Monitor and develop the showcasing of impact through reporting processes.
- Working with the Head of Participation to take responsibility for aligning operations connected with budgetary processes and that programmes are delivered with operational efficiency.

Manage and Deliver

- Manage the Premier League Kicks & Premier League Inspires programme and ensure delivery plans are aligned with the funding KPIs and targets enabling ACT to meet its strategic aims.
- Delivery of the Premier League Kicks & Premier League Inspires programmes in the heart of the communities that are connected to the funding's aims and objectives.
- Ensure our programme delivery meets our ED&I aims and objectives across the region.
- Work with the Head of Participation to grow and develop staff working on ACT's inclusion-based provision.

Development and Partnerships

- Developing relationships with other local and national partners in relation to the programme's aims and objectives.
- Identify potential sources of funding and work with the Head of Participation to develop social inclusion-based projects based upon ACT's strategy and charitable objectives.
- Develop operational plans for social inclusion programmes in line with ACT's aims and objectives across programmes including our youth offer at our new facility, Foulston Park.
- Maintain and develop strong relationships with external stakeholders including partnerships with PLCF and local youth services across Devon and Cornwall as well as other local and national funding and grant providers.
- Monitor impact outcomes from programmes through regular data reporting, pre & post-questionnaires, case studies and media recordings with the delivery & impact teams.
- Set performance-related objectives for team individuals to ensure output and outcomes are measured, monitored, and fulfilled.
- Research and recognise opportunities to develop yourself and the delivery team through relevant training opportunities.



Quality and Impact

- Improve the quality of delivery through the application of monitoring systems and a reporting process implemented across community-based programmes.
- Monitor impact outcomes from programmes through regular data reporting, pre & post-questionnaires, case studies and media recordings with the delivery & impact teams.
- Set performance-related objectives for team individuals to ensure output and outcomes are 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 Kicks programme.
- Liaise with the Head of Participation to ensure that internal and external reporting is of a high standard and meets project criteria ensuring that evaluation is in place 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, and developing and reviewing annual budget forecasts.
- Work with the Head of Finance to record and report on restricted funds appropriate to the role, including PL Kicks, PL Inspires and any other funding subject to a restricted fund.
- 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 Development to ensure that 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.

Core 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 Devon 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.



PERSON SPECIFICATION

Qualifications and Experience

Level 1 NGB Qualification/ Level 2 NGB Qualification	E
Sports Development Degree	D
Level 3 Youth Worker	D
A minimum of 2 years' experience of delivering Sports Development based programmes	E
Experience of monitoring and evaluating projects working effectively towards KPIs and outcomes	E
Experience of project management working and developing staff in a community-based setting	D
Experience of working in the voluntary, community, education and/or sports sector	D

Knowledge And Understanding

Excellent knowledge of sports development based programmes and projects within the community.	D
Understanding of compliance-based practice (Safeguarding, DBS, Statutory Guidance, etc.)	E
Understanding of the budgeting process, financial accountability and achieving budget outcomes	D
Knowledge of local and national funding priorities with an understanding how to work with local councils, charities and businesses	E
Current knowledge of the Premier League Charitable Programme 'Kicks'	D
In depth understanding of the demographics of Plymouth and the local needs	D
Knowledge of other sports for change programmes that could be implemented and developed at ACT	D

Core Skills and Attributes

Excellent listener with the ability to understand the needs of external stakeholders and identify mutually beneficial partnership opportunities	
A commitment to supporting participants, and the principles of equality, diversity and inclusion	
A positive approach to motivating and working with individuals who may be hard to engage	
Compassion and understanding for young people in education and employment	
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 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
Regional Participation Managers	Premier League Charitable Trust
Head of Facilities	EFL in the Community
Designated Safeguarding Officer	Street Games
COO	Ginsters



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



SCAN ME

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Registered Charity Number 1128906
VAT number 478581341



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