



ARGYLE  
COMMUNITY  
TRUST

# JOB APPLICATION PACK

## Youth Engagement Officer

£24,113 per annum | Permanent full-time | 37.5 hours per week with flexibility





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.



<b>Position:</b>	Youth Engagement Officer
<b>Location:</b>	Plymouth and South Devon
<b>Offices:</b>	Home Park, Outland Road , Plymouth PL2 3DQ Manadon Sports Hub, 121 St Peter's Road, PL5 3JG The Hub at Foulston Park, Madden Road, PL1 4NE
<b>Salary:</b>	£24,113 per annum
<b>Contract:</b>	Permanent, full-time
<b>Hours:</b>	37.5 hours per week with flexibility, evening work may be required
<b>Reports to:</b>	Community Programmes Lead

Argyle Community Trust is seeking a dedicated Youth Engagement Officer to work on the Targeted Youth Mentor provision. This role involves planning, coordinating, and delivering a tailored mentoring programme as part of our Premier League Kicks & Inspires initiatives and the Police Commissioner's programme.

The primary responsibility will be to strategically design and implement personalised support programmes for young people who have experienced adverse childhood experiences. The successful candidate will work closely with key local partners including Devon and Cornwall Police, Plymouth Youth Offending Team, and the Premier League, integrating within local partnerships to manage multiple mentoring cases, typically over a year-long engagement.

This mentoring programme harnesses the unique connection between Argyle Community Trust and the professional football club to make a positive impact on vulnerable young people. It aims to challenge the negative cycles often associated with adversity, crime, and anti-social behaviour by engaging young people through bespoke sessions focused on improving their health, wellbeing, and future opportunities.

The Youth Engagement Officer will have full responsibility for the mentoring programmes—from initial planning and delivery to ongoing monitoring and evaluation. They will also lead regular partnership meetings, develop safe exit strategies and referral pathways, and contribute to securing funding through match-funding opportunities.

Key requirements:

- Proven experience in project management, youth work, or supporting vulnerable young people across diverse settings.
- Relevant qualifications and strong IT skills.
- Creativity, open-mindedness, and confidence in building and maintaining effective relationships.

The role may also involve supporting other Community Trust programmes delivered in various settings, including classrooms and outreach environments.

## 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/youth-engagement-officer-43489>. 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](mailto: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, 9 November 2025**

**Shortlisting - Monday, 10 November 2025**

**Interview Date -Tuesday, 18 November 2025**

# JOB DESCRIPTION

## Primary Objectives of the Role

- Plan and deliver various community intervention programmes such as PL Kicks, PL Inspires & our Police Commissioners programme to meet the Trust's aims, objectives, and needs of the local communities throughout on Regions.
- Promote and develop referral and ED&I based programmes delivered throughout the communities of Plymouth & South Devon.
- Track and improve 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 such as case studies.
- Assess and measure the quality of programmes through quality assurance checks and gathering meaningful feedback from partners and participants. Ensure all programmes provide a safe environment by ensuring risk assessments are complete and programmes are designed safely.

## Plan and Deliver

- Ensure delivery plans for our community programmes are aligned with budget and key performance indicators are set for the team and targets are developed.
- Suitably plan staffing quality and ratios in relation to programme needs and objectives.
- Ensure personal and team delivery is of a high standard across provisions in community programmes across PL Kicks, PL Inspires Programme & Police Commissioners programmes.

## Promote and Develop

- Review and develop the community programme plans for ACT's Plymouth & South Devon 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 community programmes in line with ACT's aims and objectives with the Community Programmes Lead.

## Measure Impact and Meet KPIs

- Collect evidence to showcase the impact of community programmes based in Plymouth & South Devon. Ensure KPIs are being met through partners and non-funded programmes by tracking progress towards internal targets.
- Track KPIs across community programmes to ensure targets are being met and programmes are developing.



## Quality and Safety

- Improve the quality of delivery through the application of quality assurance checks implemented across community programmes and measuring outcomes.
- 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 Plymouth & South Devon community programme sessions.

## 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 Cornwall and Cornwall communities
- Lead staff by modelling best practice and creating a culture of high quality customer service.



# PERSON SPECIFICATION

## Qualifications and Experience

Youth Work Level 2	E
Youth Work Level 3	D
Hold an up to date FA First Aid & FA Safeguarding qualification	E
Full clean driving license	D
Degree in Sports Development, youth work or another relevant field	D
Mental Health First Aid	D
Trauma Informed Training	D

## Knowledge And Understanding

Offering provisions linked to stakeholder needs and demands	D
Understanding of safeguarding principles and procedures and a commitment to safe delivery	E
Proven success of developing and delivering community-based outreach programme	D
Understand city-wide strategies for engaging targeted communities	D
Understand how to engage, motivate and develop learners	E

## Core 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 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
Community Programmes lead	Youth Workers
Community Programmes Coaches	Youth Centres
Impact & Data Reporting Team	Premier League Charitable Fund
Facilities Team	Local Schools
Head of Participation	Plymouth City Council
Designated safeguarding Officer	OPCC



## 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

[www.argylecommunitytrust.co.uk](http://www.argylecommunitytrust.co.uk)

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     @argyletrust

Scan to view our 2022/23  
Impact Report



SCAN ME

Company Number 06797988  
Registered Charity Number 1128906  
VAT number 478581341



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