



ARGYLE  
COMMUNITY  
TRUST

# JOB APPLICATION PACK

## Deputy Head of Communities

£32,000 - £35,000 per annum | Permanent, full-time | 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.



<b>Position:</b>	Deputy Head of Communities
<b>Location:</b>	Plymouth, South Devon and Cornwall with flexibility to work across regional delivery sites
<b>Offices:</b>	Manadon Sports Hub, 121 St Peter's Road, PL5 3JG The Hub at Foulston Park, Madden Road, PL1 4NE Carn Brea Leisure Centre, Station Road, TR15 3QS Launceston College, Hurdon Road, PL15 9JR Devon FA, Coach Road, TQ12 1EJ
<b>Salary:</b>	£32,000 - £35,000 per annum
<b>Contract:</b>	Permanent position, full-time
<b>Hours:</b>	37.5 hours per week
<b>Reports to:</b>	Head of Communities

The Deputy Head of Communities plays a pivotal role in the operational delivery and development of community-based programmes across the Devon & Cornwall regions. Reporting into the Head of Communities, the post holder will lead a team of delivery staff to ensure high-quality, safe, and impactful provision aligned to the Trust's strategic priorities.

This role will support the Head of Communities to oversee key strands such as football development, school programmes, community activities, health-based provisions and funded projects, ensuring they meet the community programmes targets, funding outcomes, and community needs. The Deputy Head of Communities will act as a bridge between strategy and delivery, translating organisational objectives into effective, measurable programmes on the ground whilst celebrating the successes across our teams.

Working closely with our Devon & Cornwall Participation Managers and Health & Community Programmes managers, the post holder will ensure consistency, quality assurance, and continuous improvement across all delivery areas. The role also requires strong partnership working with local stakeholders including schools, local authorities, youth services, local policing teams and community organisations to sustain and grow provision. The post holder should be an exemplary practitioner who can contribute up to 0.2 to delivery.

The Deputy Head of Communities will lead by example, fostering a positive team culture, ensuring compliance with safeguarding and health & safety standards, and contributing to the Trust's overall mission of improving lives through sport and community engagement. The post holder will inspire and motivate staff in the provision of a high-quality service establishing best practice and monitoring the safety and compliance of our programmes. Equally important in this role is the development of the workforce ensuring they understand the Trust's mission, adopt the vision, values, and standards of the charity and that they understand our policies and procedures.

## 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/deputy-head-of-communities-47552>.

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 - Wednesday, 22 July 2026**  
**Shortlisting - Thursday, 23 July 2026**  
**Interview Date - Friday, 31 July 2026**

## JOB DESCRIPTION

### Primary Objectives of the Role

- Lead and manage the delivery of community programmes across the regions, ensuring high-quality provision aligned to organisational objectives. [Delivery / Leadership]
- Oversee and support staff performance across all community programmes with a particular focus on football development, schools, activities, and funded programmes, ensuring KPIs and targets are achieved. [Performance / Accountability]
- Ensure all programmes meet safeguarding, health & safety, and compliance standards in line with Trust policies. [Compliance]
- Develop and maintain strong partnerships with local stakeholders to enhance delivery opportunities and community impact. [Partnerships & Growth]
- Monitor programme performance, budgets, and impact data, working with internal teams to evidence outcomes and drive continuous improvement. [Impact / Accountability]

### Operational Delivery and Management

- Oversee the planning, coordination, and delivery of all community programmes within each region.
- Line manage regional managers & support the football development leads, schools leads, and activity leads.
- Ensure delivery is participant-focused, inclusive, and meets community needs.
- Support and develop the implementation of new programmes and initiatives aligned to Trust priorities with the Head of Communities.
- Lead, motivate, and support staff to deliver high-quality programmes and achieve targets.
- Ensure all maintenance schedules are completed within set timelines.

### Strategic Contribution

- Support the Head of Communities in delivering regional and organisational strategies.
- Contribute to planning processes, identifying growth opportunities and areas for development.
- Assist in embedding EDI principles across all delivery programmes.
- Promote a positive team culture aligned with the Trust's values and behaviours.

### Partnerships and Stakeholders

- Build and maintain strong relationships with schools, local authorities, National Partners such as the EFL Trust and the Premier League Foundation
- Represent the Trust at local meetings, events, and networking opportunities.
- Support the development of new partnerships to increase reach and sustainability.



## Impact and Accountability

- Monitor KPIs, participation figures, and programme outcomes across all delivery areas.
- Work closely with the Data & Impact team to ensure accurate reporting and evidence collection & success stories are captured and celebrated.
- Support budget management, ensuring programmes are delivered efficiently and within financial parameters.

## Quality and Compliance

- 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.
- Take personal responsibility for executing your duties, understanding policies and following procedures.
- Work with the Head of Communities to implement quality assurance processes, including session observations and staff development plans across the teams.
- Support workforce development through mentoring, training and performance management



# PERSON SPECIFICATION

## Qualifications and Experience

Minimum Level 2 FA coaching qualification and/or additional sports qualifications	E
Experience managing or supervising staff in a community, sport, or education setting	E
Experience delivering and overseeing community-based programmes	E
Experience in the measurement of staff working towards KPIs, targets, and outcomes	E
Experience working with schools, local authorities, or community organisations	E
Experience in budget monitoring and project coordination	D

## Knowledge And Understanding

Understanding of community sport and participation development	E
Knowledge of safeguarding, health & safety, and compliance requirements	E
Awareness of local community needs and stakeholder environments	E
Understanding of data collection, impact measurement, and reporting	E

## Core Skills and Attributes

Strong organisational and time management skills	
A commitment to supporting participants, and the principles of equality, diversity and inclusion	
Effective leadership and people management ability	
Excellent communication and interpersonal skills	
Ability to problem solve and adapt in a dynamic environment	
A proactive, solution-focused mindset	

## 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.	
High level of professionalism and attention to detail	
Ability to work independently and as part of a wider team	

# RELATIONSHIPS

Key Internal Relationships	Key External Relationships
Head of Communities	Plymouth Argyle Football Club
Participation Managers	Premier League Foundation
Community Programmes Lead	English Football League Trust
Data and Impact Team	Local Schools and Multi Academy Trusts
Chief Operating Officer	Local Authorities
Designated Safeguarding Officer	Community Organisations and Partners



## 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)

[community@paafc.co.uk](mailto:community@paafc.co.uk)

01752 522202

     @argyletrust

Scan to view our 2022/23  
Impact Report



Company Number 06797988  
Registered Charity Number 1128906  
VAT number 478581341



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