



NORTHAMPTON TOWN F.C.

COMMUNITY

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| Job Role: Inclusion Officer | Hours: 37.5 hours per week | Salary: £24,000 – £28,000 per annum +additional performance related incentives |
| Place of work: Community Office, Sixfields Stadium, NN5 5QA | Reports to: Operations Manager | Contract Type: Permanent |

About the role:

The Inclusion Officer will be responsible for the management, coordination, and delivery of the Trust's social inclusion programmes across Northamptonshire, this includes the Premier League Kicks programme and anti-crime initiatives.

The Premier League Kicks programme is a flagship targeted project, which uses the power of football and sports participation, alongside personal development activities, to help hard-to-reach young people in some of the most high-need areas. The Inclusion Officer will be integral to the successful delivery and growth of the Kicks Programme across Northamptonshire. The successful candidate will be responsible for the day-to-day coordination and development of the Kicks programme, as well as other disability and inclusion projects that help to connect communities, leading a team to deliver these initiatives.

In addition, the post holder will have frontline delivery responsibility, engaging with young people, leading on the delivery of youth engagement sessions, and the delivery of educational workshops in the local community. These will be based on themes including knife crime, equality, anti-social behaviour and mental health.

You'll be passionate about supporting young people to achieve their potential. You'll use your skills to help inspire, motivate and engage young people so that NTFC CT can enhance life chances and contribute to building stronger, safer, connected communities.

This role will require some evening working and a flexible approach is required.

Job Purpose:

- To manage and further develop the inclusion department at NTFC CT, creating and delivering opportunities for young people to enhance their life chances.
- To promote and champion equality, diversity and inclusion within the organisation and wider community.

Duties and responsibilities:

- Coordinate the overall successful delivery of the Premier League Kicks project, ensuring the scheme reaches and surpasses all targets, as agreed with project funders, and targets areas of greatest need.
- Ensuring that participants receive an excellent experience across all hub sites and external partner venues.
- Manage a team of casual hours delivery staff and volunteers. Duties will include timetabling work, regular observations and assessments and supporting the staff members to develop, grow and flourish in their roles.



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| <ul style="list-style-type: none">• Develop and maintain positive working relationships with partners such as the Police, Councils, Local Safeguarding Team, Premier League Charitable Fund and other local partner organisations. |
| <ul style="list-style-type: none">• To service partnership meetings, including attending and presenting at regular meetings; (Kicks youth voice steering group and those of partners). |
| <ul style="list-style-type: none">• Attend all meetings and ongoing training requirements in line with NTFC CT, Premier League Charitable Fund and other funders requirements. |
| <ul style="list-style-type: none">• Maintaining administrative records for all sessions ensuring all monitoring and evaluation requirements are up to date and accurate. This includes maintenance and submission of registers, essential data, project reports and case studies required by the Premier League Charitable Fund, funders and NTFC CT against all deadlines. |
| <ul style="list-style-type: none">• Delivering crime awareness workshops, youth voice sessions and social action projects |
| <ul style="list-style-type: none">• Setting up an annual plan of events and social action related to the Premier League Kicks programme. |
| <ul style="list-style-type: none">• To control income and expenditure for the Inclusion' department ensuring it operates within its budget parameters. |
| <ul style="list-style-type: none">• Assist the Senior Management Team to secure external funding through a range of sources, including writing funding applications to other charities and agencies. |
| <ul style="list-style-type: none">• Providing cover for sessions as and when required. |
| <ul style="list-style-type: none">• To use the inclusion projects as a tool to enhance the training and development of apprentices, youth placements and volunteers. |
| <ul style="list-style-type: none">• Ensuring safety for all participants and staff by ensuring all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place. |
| <ul style="list-style-type: none">• Work closely with the NTFC CT Marketing and Communications Officer to promote the impact of the programme across social media. This includes ensuring partners are aware of the ongoing impact being made through regular communication and development of an end of year impact report. |
| <ul style="list-style-type: none">• Work closely with NTFC Academy to promote the local talent ID opportunities to participants. |
| <ul style="list-style-type: none">• Identify participants within the project who may benefit from further educational or developmental training, signposting them accordingly to NTFC CT or other education provision. |
| <ul style="list-style-type: none">• Upholding and delivering to the purpose, mission and values of NTFC CT, ensuring you are also keeping up to date with training requirements. |
| <ul style="list-style-type: none">• Completing all other tasks as requested by NTFC CT's Senior Management Team. |



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Person Specification Description

| Qualifications | Essential | Desirable |
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| Functional Skills Level 2 or GCSE English and Maths at Grade C or above. | ✓ | |
| Full driving license and the use of a vehicle. | ✓ | |
| Current level 1 or above safeguarding qualification (or willingness to update) | ✓ | |
| Current first aid qualification (or willingness to update) | ✓ | |
| Youth Work Qualification at level 1 or above | | ✓ |
| NGB Award at level 1 or above (or willingness to undertake) | | ✓ |
| Mental Health First Aider – Youth or Adult. | | ✓ |
| Project Management Qualification (e.g. Prince II) | | ✓ |
| Knowledge and Experience | Essential | Desirable |
| Proven track record of managing or leading staff. | ✓ | |
| Demonstrable experience in delivering activities or interventions supporting young people. | ✓ | |
| Demonstrable experience in project management. | ✓ | |
| Demonstrate an understanding of youth delivery and engagement strategies. | ✓ | |
| Experience in managing successful client/partner relationships. | ✓ | |
| A clear understanding and knowledge of safeguarding and child protection. | ✓ | |
| Demonstrates a working understanding of inclusion, equality, and anti-discrimination, safeguarding and best practice. | ✓ | |
| Experience or understanding of how to monitor and evaluate programme delivery and carry out report writing. | | ✓ |
| Experience in delivering educational workshops and training. | | ✓ |
| Knowledge of local issues and barriers impacting upon young people living in Northamptonshire. | | ✓ |
| Proven track record in identifying, writing and successfully applying for funding bids. | | ✓ |



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| Equality and Diversity | Essential | Desirable |
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| Ability to work in a non-discriminatory and inclusive manner in accordance with the Northampton Town FC Community Trust equality and diversity policy. | ✓ | |
| Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. | ✓ | |
| Understand how valuing diversity can improve our ability to deliver better services and reduce disadvantage. | ✓ | |
| Experience or understanding of equalities and inclusion in a sporting or charitable context and the ability to apply that creatively to PLCF and EFL trust funded programmes. | | ✓ |
| Skills and Competencies | Essential | Desirable |
| Approachable with excellent interpersonal skills. | ✓ | |
| Able to work within a diverse community and draw on individual strengths to promote project participation. | ✓ | |
| Ability to build effective working relationships and strong rapports with colleagues, participants and project partners. | ✓ | |
| Excellent listening and communication skills including written, verbal and telephone. | ✓ | |
| Demonstrates a passion to deliver a quality service to internal and external customers that benefits both the customer and the Community Trust. | ✓ | |
| Strong team and work ethic – working collaboratively with others and ensures maximum participation within teams and across the charity as well as key partners to support and drive achievement of the Community Trust. | ✓ | |
| Excellent problem solving and decision-making skills. | ✓ | |
| Proven planning and organisational skills to control multiple projects. | ✓ | |
| Excellent time management skills. | ✓ | |
| Persuasively communicates with others in an open, clear, concise and purposeful way to gain support and 'buy in' for ideas. | ✓ | |
| Excellent level of ICT literacy with knowledge of Microsoft packages e.g. Word, Excel, Teams and Outlook. | ✓ | |
| Ability to engage with people of all backgrounds. | ✓ | |



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| Seeks out opportunities to develop and improve self and others for the benefit of the Community Trust. | ✓ | |
| Gathers and uses information to form ideas about issues/problems and identify the best solutions that maximise the value delivered from the available resources for the Community Trust. | ✓ | |
| Self-driven and motivated with the desire to make a real difference to peoples' lives within the local community. | ✓ | |
| Flexible working in accordance with the requirements of the service which will include the working of some unsociable hours (evenings and weekends) where applicable. | ✓ | |

Northampton Town FC Community Trust are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Northampton Town FC Community Trust is committed to safeguarding children and 'adults at risk'. Positions that involve working with such groups are subject to safer recruitment protocols, including DBS Disclosure at enhanced level.

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| Job description last reviewed: | 1 st May 2024 |
| Reviewed by: | Phillip Smith (CEO, NTFC CT) |
| Date of next review: | 1 st May 2026 |