



FOUNDATION

Job Title	Senior Officer – Youth Inclusion
Salary	Competitive – AFC Wimbledon Foundation is a London Living Wage Employer.
Department	Community Development Team
Location	Cherry Red Records Stadium, Plough Lane, London, SW17 0NR
Accountable To	Community Development Manager
Accountable For	Youth Inclusion Delivery and Project Staff
Contract Type	Full-time (37.5 hours per week), fixed term (initial 12 months) working any five of seven days, evenings and weekends and anti-social hours as required.
Role Purpose	<p>This role will lead and expand the Foundation’s Youth Inclusion programmes, including PL Kicks, Holiday Activity and Food programmes for children eligible for Free School Meals, and Safer Spaces, a Greater London Authority funded initiative designed to reduce anti-social behaviour through sports.</p> <p>The aim is to create inclusive diversionary activities away from criminal activity and anti-social behaviour, contributing to safer and stronger communities for our participants to play sport, be active and gain accreditations.</p>

DUTIES & RESPONSIBILITIES

- Oversee the delivery of all Youth Inclusion programmes, including the line management of associated contracted and sessional staff, ensuring all schemes fulfil the funder’s requirements.
- Design and deliver programmes that improve life opportunities for vulnerable children and young people in areas of multiple deprivation or those at risk of offending.
- Develop inclusive sports opportunities that provide young people with disabilities the chance to engage in sports within a safe and welcoming environment.
- Ensure all youth inclusion programmes are delivered within budget and records of all project spend is collated in accordance with the funder’s requirements.

- Build relationships with key community partners, charities, schools, youth services, grassroots providers, NGB's and local authority for the benefit of all youth inclusion programmes.
- Collaborate with the Youth Engagement Manager to signpost young people to mentoring opportunities and Equality Diversity and Inclusion Leads to ensure the programme is meeting the local population need.
- Work with the Community Development Manager to identify development opportunities and service gaps within existing Youth Inclusion programmes, subsequently approaching suitable partners and/or funders. Including writing funding applications.
- Attend Local Strategic Partnership meetings to raise awareness of our local provision, network to enhance new funding opportunities and increase the profile of the Foundation in the Community.
- Work closely with the Communications teams to produce effective marketing literature and promotional materials to aid recruitment. Ensure success stories and case studies are captured.
- Lead on all aspects of monitoring and evaluation in accordance with the needs of each funder, including writing 6-month reports and liaison with the Premier League as an experienced 'Salesforce' user.
- Responsible for quality assurance of the programme ensuring the needs of each partner are met. Regular monitoring of staff performance and development to ensure all are working towards meeting programme objectives and KPI's.
- Be the Safeguarding Lead for the Youth Inclusion programme, liaising with associated partner Safeguarding Team's to ensure a clear line of reporting to AFC Wimbledon Foundation Safeguarding Team. Producing risk assessments for every session and using MyConcern.
- To adhere to the Foundation's policies and procedures, including Health & Safety, Financial Authorisation, Confidentiality and GDPR.
- To act as an ambassador for diversity, equality, and inclusion, and demonstrate a positive commitment by treating others fairly in line with our Equality, Diversity & Inclusion Policy and reporting any acts of discrimination through appropriate channels.
- To create a safe environment and act to protect all young people and vulnerable adults that are either in your care or attending club premises and report any concerns to the Safeguarding Lead.
- Deliver additional roles and responsibilities as agreed by Line Manager.

PERSON SPECIFICATION

Qualifications:

- Hold a relevant higher education or industry recognised certification or have a minimum of 2 years' experience working within sports coaching.
- Youth Worker Level 2 Qualification or working towards.
- FA Coaching Qualification, Emergency Aid and Safeguarding Children Certificates.
- Ability to travel to activity & meetings across London and surrounding areas / Clean Driving License.
- Project Management training / qualification or working towards.

Experience:

- A strong knowledge of and experience working in community engagement programmes specifically tailored to the provision of at-risk young people and marginalised groups.
- Have a good understanding of current youth services and charities across London, be able to signpost participants accordingly and experience building successful partnerships.
- Experience in Line Management of full-time and casual staff members.
- Strong knowledge and experience in programme monitoring and evaluation techniques, with a proven track record in leading quality assurance relevant to the industry sector.
- Knowledge of Community Club Organisations and Football Charity Programmes.
- Understanding of local demographics and social needs.

Skills & Behaviors

- Ability to inspire and motivate participants, staff, and community partners to collaborate towards promoting greater inclusion opportunities for young people.
- Ability to cultivate strong stakeholder relationships and lead effective project steering groups.
- Skilled at building strong relationships across departments and within the broader organisation.
- Strong analytical skills, proficient in the use of ICT and ability to analyse data and create reports.
- Good communication and organisation skills.
- Confident and approachable personality.

GENERAL INFORMATION

The Employee must at all times carry out his/her responsibilities with due regard to the AFC Wimbledon Foundation policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and adults at risk that are in their care or attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.