



**ENGLAND
FOOTBALL**

JOB DESCRIPTION AND PERSON SPECIFICATION

COMMUNITY & INCLUSION MANAGER

Connecting People. Changing Lives.

ROLE PROFILE

Job Title	Community & Inclusion Manager
Reports to	Chief Executive Officer
Salary	£30,000 – £36,000 (depending on experience and qualifications)
Role Purpose	<ul style="list-style-type: none">• To plan and manage activities and interventions encouraging participation from diverse communities• To generate new ideas and opportunities to showcase the value of football in society.• Develop and implement a successful community outreach programme for Berks & Bucks FA.• To work with key partners across the County FA area to tackle inequalities.• To support delivery of The FA National Game Strategy and the Berks & Bucks FA Business Strategy.• To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
Direct Reports	None currently – Opportunities to develop a department in future – funding dependent
Location	This role will be based from the Berks & Bucks FA offices in Abingdon, however, the organisation currently operates a HYBRID working model for all staff. The individual will be expected to be visible and present in our communities.
Working Hours	This is a full-time role equating to 35 hours per week. There is a requirement to work evenings and weekends on occasion. Berks & Bucks pride themselves on being a flexible, trusting employer allowing individuals to manage their own time in line with the demands of the role.
Contract Type	Initial Fixed Term Contract to June 2024 – Extension dependent on funding

RESPONSIBILITIES

- To create, manage and deliver community events to a high standard and to agreed targets.
- To work closely with Berks & Bucks FA Inclusion Advisory Group, Board and Staff team to develop and implement an annual community and events calendar, delivering on specific projects and campaigns in line with the organisational strategy.
- Identify and source funding that will be of benefit to the communities we are promoting and supporting
- To work closely with the CEO to ensure that Inclusion is embedded in to everyday operations and culture.
- Develop collaborative working partnerships with local authorities, Health Authorities, charities, community organisations and faith groups to further develop opportunities for participation.
- To achieve and maintain the Equality for Sport accreditation.
- Embed research, insight and effective measurement into planning, decision making and delivery across community projects.
- To work closely with the Communications Officer to develop appropriate marketing plans to maximise community content across digital platforms and appropriate promotional material.
- Provide the highest level of customer excellence to support volunteers.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all community projects and events.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Berks & Bucks FA and grassroots football.
- Execute additional tasks as required to meet Berks & Bucks FA changing priorities.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- A degree level qualification or two years' sports development experience.

DESIRABLE

SKILLS

ESSENTIAL

- Track record of working strategically across different organisations to plan and deliver programmes of activities.
- Extensive experience of working with diverse communities.
- Experience of managing & leading people with employment.
- Excellent internal and external stakeholder relations and customer service skills.
- Project management skills and experience – to plan, set and achieve objectives within deadlines.
- Exceptional communication, interpersonal and influencing skills.
- Effective report-writing and presentation skills
- Effective prioritisation and time management skills.

DESIRABLE

- Ability to use data to monitor and evaluate programmes.
- Budget management skills.
- Experience of writing and influencing successful funding applications
- Excellent IT skills, including the use of Microsoft Office applications.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Knowledge of and commitment to equality, diversity, and inclusion.
- Knowledge and understanding of working with volunteers.
- Experience of monitoring and evaluation of programmes.
- Knowledge of good people management practice.
- Experience of project management.

DESIRABLE

- Knowledge of how the County FA operates in partnership with The FA.
- Experience in community organisation and a passion for physical activity.

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below

CFA VALUE

BEHAVIOURS

PROGRESSIVE

Embraces new thinking in pursuit of continuous improvement:

- Identifies the need for, and actions change in direction, practice, policy or procedure.
- Questions the way things are done and takes informed risks.
- Continuously seeks to improve efficiency and performance.

RESPECTFUL

Sets the standards for respectful behaviour across the game:

- Maintains people's self-esteem when interacting with them.
- Avoids pre-judgement when listening to suggestions from others.
- Seizes the opportunity to apply FA standards at all times.

INCLUSIVE

Champions and ensures that football is, and will remain, a game for everyone:

- Openly collaborates with colleagues and partners in the game
- Provides equal opportunity to people of different backgrounds, experience and perspective
- Seeks out and embraces new ways of thinking and working.

INSPIRED

The very best outcome achieved by sustained excellence in performance:

- Works relentlessly to overcome roadblocks or obstacles to achieve the goal.
- Remains focused on seeing agreed goals through to completion taking pride in their work.
- Maintains motivation for their team and themselves.

TRUSTED

Tenacious and accountable. Serving the whole game and doing the right thing:

- Seeks to achieve the highest levels of performance at all times.
- Persistent to achieve a standard that others consider impossible.
- Challenges others to go further and achieve more.

JOB DESCRIPTION REVIEWED AND MODIFIED BY:**Liz Verrall****DATE JOB DESCRIPTION REVIEWED AND MODIFIED:****14th December 2022****JOB DESCRIPTION AUTHORISED BY:****Liz Verrall 14/12/2022**

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.