



DERBY COUNTY
Community Trust

JOB DESCRIPTION		
1	Job Title	Community Engagement Officer (North Derbyshire)
	Salary	£20,500
	Hours of Work	37.5 per week - This post will be required to work evenings and weekends.
	Location	Derby County Community Trust, 14 Pride Point Drive, Derby, DE24 8BX. Covering Bolsover, Chesterfield, North East Derbyshire and High Peak.
	Report to	Community Engagement Manager
	Responsible for	Area Hub Activators, Hub Volunteers. In addition, assigned apprentices where relevant.
	Contractual status	Fixed term for 3 years
	Job share	Not suitable for job share
2	Job role	To lead the development and co-ordination of Derby County Community Trust programmes across the north of the county of Derbyshire – this includes delivery, events, projects and mentoring and be the local point of contact for delivery and development in those hub areas.

3 Duties and Responsibilities

Operations

- To ensure the effective delivery of the Derby County Community Trust hub programme in the north of Derbyshire.
- To provide day to day management of Derby County Community Trust Hub activators (delivery staff).
- To co-ordinate staff liaison, delivery team meetings, training and events related to your area.
- To ensure that all monitoring and evaluation for activities related to the area are up to date and recorded following Derby County Community Trust policies and procedures.
- At all times, to act as an advocate and supporter of Derby County Community Trust activity.
- To carry out other reasonable duties within the overall function commensurate with the level of responsibility.

Partnerships

- To attend appropriate level partnership meetings, forums and events to help develop the Derby County Community Trust programme across the area.
- To develop, manage and foster partnerships and relationships with Community Safety Teams, Local Authorities, Public Health, localised forums and boards, local sports clubs, facility providers and any other appropriate level partners.
- To develop a strong relationship with Derby County Community Trust core team including the wider development team, events team and training team.
- To develop a strong relationship with key strategic partners of the charity.

Monitoring and Evaluation

- To lead the monitoring and evaluation operation in work.
- To check and challenge the monitoring of activities, programmes and hubs in conjunction with the Hub Activators.
- To contribute to the development of the charity through attendance at team meetings and taking part in appropriate task and to complete related activities.
- To produce case studies and report on area performance targets.

Finance

- To ensure all financial policies and procedures as set out by Derby County Community Trust Employee Handbook are adhered to at all times.
- To meet income generation targets in line with area service agreements in conjunction with line manager.
- To provide quarterly budget reports and updates.
- To ensure a monthly budget code update is provided
- To ensure the timely production of timesheets, invoices, grant returns and other financial commitments in line with Derby County Community Trust Finance schedule.

HR

- To adhere to HR policies and procedures
- To monitor and co-ordinate the performance of all delivery staff and associated activity
- To follow the Derby County Community Trust Training Policy and ensure staff CPD is regularly discussed

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| | | <ul style="list-style-type: none">• To support the Community Engagement Manager in completing HR related task |
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4	General	<p>To at all times represent Derby County Football Club in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p> <p>To be able and willing to work flexible and unsociable hours where the role of the job requires.</p>
PERSON SPECIFICATION		DESCRIPTION
5 QUALIFICATIONS		
Essential	<ul style="list-style-type: none"> • Qualified to a minimum of one National Governing Body award or equivalent youth-based qualification. • Educated to HNC or HND or equivalent in sports related subject OR Considerable experience working in sports development/events • Evidence of basic literacy and numeracy i.e. at least GCSE Maths and English C Grade 	
Desirable	<ul style="list-style-type: none"> • Educated to degree level or have a minimum of 2 years' experience in the industry sector. • Multi-Sport Level 2 or equivalent National Governing Body level 2 coaching qualification. 	
6 EXPERIENCE		
Essential	<p>Experience in:</p> <ul style="list-style-type: none"> • planning, delivering and reviewing activities within sport projects/programmes or equivalent • evaluating sport and physical activity. • working with young people within a sport or activity setting • delivering training and mentoring programmes • IT, including a working knowledge of Microsoft Office and social media • Project management, including managing budgets 	
Desirable	<p>Experience in:</p> <ul style="list-style-type: none"> • working with young people from deprived backgrounds • working on crime and diversionary prevention programmes • line management of sessional coaches • behaviour change principles and motivational interviewing techniques • funded projects • understanding the requirements of health and safety in sport • working with volunteers 	
		DESCRIPTION
7 Personal Qualities		
	<ul style="list-style-type: none"> • Clear understanding of, and commitment to, Derby County Community Trust's vision and values • To act with integrity, honesty and openness in all aspects of your Derby County Community Trust duties • Effective working as part of a team • Good organisational skills • Excellent communication skills 	

- Good influencing, negotiating and motivational skills
- Good values and embraces diversity
- Awareness of when to maintain confidentiality