



OXFORD UNITED
IN THE COMMUNITY



Job Title: Premier League Kicks / Community Youth Services Coordinator

Reporting to: Head of Charity – Christopher Lowes

Location: Oxford United FC Training Ground, Oxford Sports Park, Horspath Road, Oxford OX4 2RR and will be delivering programmes in Banbury and East Oxford and potentially elsewhere in Oxfordshire.

The person must be able to drive and have access to a vehicle due to the multi-site nature of the role.

Salary: £21,000 per annum (subject to annual review).

Hours of work: 40 hours per week excluding lunch breaks (please note the role will require evening and weekend working).

Role Duration: For the period of OUitC's Premier League Kicks contract, subject to annual performance review.

Introduction:

Oxford United in the Community (OUitC) is the official charity of Oxford United FC (OUFC).

Independent but closely linked, OUitC is embarking on an exciting new strategy from 2020 to grow the impact of the charity and OUFC's brand using the power of football.

Historically, the charity has worked with primary schools and supported older people and now wishes to add a range of services and opportunities for young adults.

One programme within this new provision is Premier League Kicks and OUitC has recently secured a contract as the only delivery organisation for Oxfordshire.

www.premierleague.com/communities/programmes/community-programmes/pl-kicks

Purpose of the Role:

We are looking for a candidate to develop, lead and deliver OUitC's PL Kicks programme (50% of the role) and to work with local partners, stakeholders and young people themselves to expand PL Kicks-based local engagements into additional youth-focused community development activities for OUitC (50% of the role).

The person will develop and manage high quality, safe and compliant programmes, ensuring that all young people regardless of background or ability are given opportunities to achieve their potential.

Whilst the Head of Charity will be involved at a strategic level, the Premier League Kicks / Community Youth Services Coordinator will be the key point of contact between OUitC and all stakeholders.

Responsibilities include the supervision of operational staff and volunteers, engagement, recruitment and retention of young people onto the programme, oversight of health and safety and safeguarding matters as well as operational deployment and incident management.

The two distinct parts of the role (one half programme funded and the other potentially income generating) will work together to build on the specific community engagement opportunities provided by the Premier League Kicks programme. We envisage that the second aspect, focusing on community development, will create opportunities for PL Kicks participants and important relationships to support the PL Kicks programme, as well as OUitC's new strategy "Oxfordshire – A Community United".

PL Kicks Programme vision:

To inspire children and young people to achieve their potential and improve their wellbeing; working together to build stronger, safer and more inclusive communities.

Mission statement:

Use the reach and appeal of the Premier League and network of professional football clubs to regularly engage children and young people of all backgrounds and abilities in football, sport and personal development – providing a trusted, positive influence in high-need areas across England and Wales.

PL Kicks aims:

- Increase playing, coaching and officiating opportunities in football and a range of sports (8-18yrs)
- Enhance physical and mental wellbeing, including self-esteem, ambition and social skills
- Strengthen communities with a culture of volunteering, social action and positive role models – supporting education, training and employment pathways (focusing on 16-25yrs)
- Work in partnership with young people, the police and other stakeholders to support the younger generation with the societal challenges they face (e.g. youth violence) and to improve community safety
- Inspire young people to develop positive, supportive relationships with one another and the authorities
- Promote integration and champion equality, diversity and inclusion

Community Youth Services vision:

Working with the wider OUtC team, create a positive experience of OUFC and OUtC every day for the citizens of Oxfordshire.

Key objectives:

- Engage with and support young people and their communities in expressing their needs and wants to help achieve their aspirations
- Develop appropriate youth-focused services for OUtC to deliver alongside communities, creating opportunities for citizens to be involved at each stage (including potential employment opportunities)
- Work with OUtC colleagues and local communities to implement, deliver, replicate and scale up these youth-focused services

Main Roles and Responsibilities

1. Successfully implement the programme submitted by OUitC for PL Kicks, ensuring compliance with PLCF's programme guidelines and grant terms and conditions.
2. Assure the safeguarding and health and safety of young people, staff, volunteers and partners and that all considerations related to risk and in particular, that linked to Covid-19, are identified and addressed.
3. To execute the programme to Key Performance Indicator (KPI) targets as set out by PLCF.
4. To develop and manage relationships with key partners and stakeholders including schools, colleges, police, local authority, commercial and voluntary sector organisations.
5. To represent OUitC on PL Kicks Project Steering Groups for each location.
6. To lead, supervise and support a dynamic team of staff, volunteers and young people ensuring they understand and comply with programme guidelines and grant terms and conditions.
7. To understand and manage the PL Kicks programme within the contractual budget and to work with OUitC management to secure additional funding.
8. Ensure all aspects of community engagement, marketing, participant recruitment, programme development and execution are fully inclusive, and that Equality, Diversity and Inclusion is at the heart of the programme.
9. Undertake all training and development related to PL Kicks and wider OUitC charitable activities and ensure all required qualifications and certifications are up-to-date and fully compliant.
10. To work with local partners, stakeholders and communities to undertake asset-based community development activities to identify opportunities to develop new services for OUitC.
11. Building on engagements based on the PL Kicks programme, develop relationships with organisations to whom OUitC could offer paid or funded services.
12. Working within the framework of available resources, establish and deliver additional services working with the wider OUitC team and potentially new community-based coaching and volunteer resources.
13. In support of the wider OUitC strategy, work with other programmes teams to provide a sustainable and cohesive approach to deliver greater social impact across Oxfordshire.
14. Work to all OUitC operational processes and procedures and with a continuous improvement mindset.

Personal Specification – needs to be more than just a sports coach!

Desired Skills

1. Experience of working with children and young people. Preferably can demonstrate core competencies comparable to the skills and experience of a youth worker.
2. Be able to develop strong bonds with young people.
3. Enable young people to recognise some of the issues that may be impacting positively or negatively on them during the sessions and be able to offer support where possible
4. Have the personality and social skills that enable you to engage young people and support them to make positive life choices.
5. FA Level 1 in Coaching Football qualification, preferably Level 2.
6. A commitment to safeguarding and health and safety.
7. Self-motivation and the ability to work on your own initiative.
8. Excellent communication skills including written, telephone and interpersonal skills.
9. Proven planning and organisation skills.
10. A proven track record of managing relationships and partnerships and the ability to communicate with people at various levels.
11. A commitment to supporting young people, and the principles of equality and diversity.
12. Practical experience of managing and reporting information and data safely and securely.
13. Experience of community development, social action and volunteering projects.

Advantageous

1. A knowledge and understanding of the PL Kicks programme.
2. Specific youth work experience and an understanding of the issues faced by young people.

To apply please email Clowes@oufc.co.uk with your CV with a covering letter detailing how your personality and capabilities will help OUtC deliver a strong and successful PL Kicks programme and support OUtC's new strategy.

Closing date for applications

Friday 4th September at 12 midday.

We will endeavour to advise candidates shortlisted for interview by close of business on Friday 4th September.

Interviews

We plan to hold initial interviews on Friday 11th September, so you should be available on this day if applying for the role.

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.