



Job Pack

Overview

Blackpool FC Community Trust (BFCCT) is the official charity of Blackpool FC, based at Bloomfield Road Stadium. Working with residents as young as two years old up to adults in the later stages of life, Blackpool FC Community Trust provide a diverse range of programmes to increase social inclusion opportunities; improve physical fitness, health, and education; and lessen involvement in anti-social behaviour.

Many of the initiatives we deliver are directly funded through partner organisations and grant-awarding bodies. Some of these include The Premier League; the EFL Trust; The PFA; Sport England; Big Lottery; The Football Foundation; NHS Blackpool CCG and Blackpool Council to name a few. BFCCT constantly evolves to support local need and by linking with local partners we can increase our impact on the town.

Working with so many organisations has allowed us to become a vital strategic partner in activity provision across Blackpool and the Fylde Coast. In addition to the wealth of programmes out in the community and local schools, BFCCT provide several education opportunities on site. These include an alternative to main-stream schooling for Year 10 and 11 students; Traineeships for those not currently in work or education; as well as full-time education offers as part of Blackpool FC Sports College. Studying at Blackpool FC Sports College gives students the unique opportunity to learn within the largest sports organisation in Blackpool. This means students can speak to, and gain experience from, professionals currently working in the sport, fitness, and leisure sector.

In recent years, the Community Trust has grown into a well-established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved with and very proud of. Last season we were awarded with Community Club of the Season at the Northwest Football Awards as well being crowned Regional Community Club of the Season at the EFL Awards.



Our Mission

Our core purpose...

To develop and deliver diverse community programmes and build partnerships to provide the people of Blackpool with the best opportunities.

We will do this by;

- Increasing social inclusion
- Improving physical fitness, overall health
- Reducing involvement in anti-social-behaviour
- Raising aspirations and expanding local education offers

Our Values

How we go about our work...

In all of our work we will be;

Bold &
Innovative

We will encourage staff to innovate to provide the best possible opportunities for residents and be bold in the development of ideas and future plans.

Focused on our
Community

At all times, in everything we develop and deliver, we will have the people we are hoping to engage at the heart of our intentions.

Creative &
Forward Thinking

We will find creative ways around barriers to engagement and develop programmes that are successful, accessible and enjoyable whilst anticipating future issues and trends.

Our Vision

Where we want to go in the future...

To continue to change the lives of local residents and build a more healthy, active and work ready community.

Programme Overview

Veterans

Supported through funding from the Armed Forces Covenant Fund and Veterans' Foundation, Blackpool FC Community Trust are proud to host a range of armed forces programmes within the Community. This includes serving personnel, families, veterans and families of veterans.

Within our sessions, veterans have the chance to engage with other members of the armed forces community, providing an opportunity to rediscover the unique camaraderie of serving personnel. This includes coffee mornings, breakfast clubs, walking and running football, and the opportunity to represent Blackpool FC in veterans competitions against other clubs in the NW.

Gardening Club

Help BFCCT maintain our memorial space dedicated to Blackpool FC players who sadly lost their lives during the First World War. If you're not that green-fingered, then just come along for a brew and a chat.

There are other memorials in need of maintenance down at the Arboretum which requires a small army of volunteers, so once Veterans Gardening Club has finished there's plenty of opportunities to get more involved. A flask, wellies, gloves, and warm kit would be useful if you decide to come and help.

Forces Football

Meet other current and ex-forces personnel, have a laugh and kick about with the opportunity to represent BFCCT at events against other professional football clubs.

NAAFI Break

Meet up with likeminded veterans living across the Fylde Coast. Come along and enjoy a sausage or bacon sandwich and a cup of NATO tea or coffee.

Veterans Walk & Talk

We are proud to support our local veterans with various activities, the newest being our Armed Forces weekly walk, enjoy various gentle routes around the scenic grounds of Stanley Park.

Job Vacancy: Community Engagement Officer (Armed Forces)

Job Title: Community Engagement Officer

Salary: Commensurate with experience

Hours: 30 - 37 Hours a week

Location: Blackpool FC Community Trust

Closing Date: 6th November 2023, 5pm

Responsible to: Community Engagement Manager

Job Purpose

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In recent years the Trust has grown significantly and has become an established organisation, providing something for everybody, that every Blackpool FC fan and resident should be involved in and very proud of.

An exciting opportunity has arisen for someone to join Blackpool FC Community Trust (BFCCT) as part of the Community Engagement team to plan and deliver a range of programmes for the Armed Forces community. This will involve delivering and supporting physical activity and social groups for individuals with links to the armed forces. As part of the scheme of work, you will be required to work at least one evening per week, but never more than two, which typically will be between Monday and Friday.

The post holder will be responsible for ensuring that all aspects of the work are delivered to a high standard so that the experience for each participant is as positive and rewarding as it can be. The post holder will also be responsible for accurately recording and inputting all data aspects relating to this area of work, using similar applications to Joint Personnel Administration (JPA).

Main Roles and Responsibilities

- Deliver our Armed Forces programmes, ensuring protocols and safe standards are always followed, reporting back to the Community Engagement Team Leader and Community Engagement Manager.
- Required to deliver some evenings per week between Monday and Friday and occasional weekends.
- Deliver on a range of Community Engagement provisions.
- Ensure projects are run in-line with set targets and KPIs with all M&E and admin being kept up to date.
- Working with the Community Navigation Manager, respond efficiently and professionally to referrals.
- Engage new referrals into the programme through community outreach, events, internal collaborations, and marketing and promotion.
- Work with and create established partnerships, ensuring that each service users' journey within this programme is as bespoke as possible
- Maintain ERS Silver Award to help demonstrate support to defence and the armed forces community and align values with the Armed Forces Covenant.
- Identify areas where gaps in provision / need exist and explore feasibility of BFCCT developing these activities as part of our offer.
- Coordinate and arrange trips to sights / locations of interest, like adventure training and battlefield tours.
- Coordinate and attend occasional Armed Forces fixtures with other football clubs across the football network.
- Work with service users and wider community to create several Armed Forces Champion who will promote this programme within the community and support session delivery as a volunteer.
- Working with the Community Engagement Manager, represent and champion BFCCT at armed forces meetings
- Work alongside the management team to develop our own Armed Forces champion role.
- Working with the Community Engagement Manager, represent and champion BFCCT at armed forces meetings
- Develop a range of added value enrichment activities for service users which adds value to the core offer of the programme
- Demonstrate a commitment to the safety and welfare of people from all backgrounds and ensure the safety and protection for any person involved in any activity arranged by the Community Trust.
- To carry out administrative tasks as necessary e.g. staff records, registers, and quality assurance.
- To liaise with Blackpool FC to utilise club resources such as stadium, player appearances and marketing.

- Working alongside the Community Engagement Team Leader, support production of reports as appropriate whilst working to tight deadlines, similar to SJARs and After-Action Reviews
- Using different software platforms, monitor and evaluate all activity, to ensure that impact and outcomes are being measured to a consistently high standard, including case studies.
- Maintain relationships with future, past and present participants through events, managing WhatsApp groups, phone calls and emails.
- Lead recruitment of individuals to the programme and ensure strong retention levels.
- Work with an accessible and flexible approach to fulfilling the role, which will include the working of unsociable hours, evening and weekend work, as necessary, and other duties as reasonably requested.
- Work with staff and marketing team to ensure regular and varied communication content is being developed and shared across our internal and external communication platforms.
- Adhere to policies and procedures outlined by BFCCT.

Person Specification

Qualifications	Essential	Desirable
NGB Level 2 qualification		✓
Mental Health qualification		✓
Driving license and access to a vehicle	✓	
D1 driving license		✓

Knowledge	Essential	Desirable
Knowledge of the armed forces community.		✓
Local knowledge of Blackpool and support providers.		✓

Skills & Experience	Essential	Desirable
Able to demonstrate excellent oral and written communication / presentation skills, which are culturally competent.	✓	
Good organisation and time management skills, and able to prioritise and work within deadlines.	✓	
Ability to work independently and as part of a team.	✓	
ICT Literate, including management of Outlook diaries and programme monitoring software platforms	✓	
Excellent communication and motivational skills.	✓	
Experience of delivering social or physical activities to groups of people.		✓
Experiencing of having served in the UK Armed Forces.		✓
Proven track record of working with adults who face multiple disadvantages.		✓
Previous project management experience		✓
Experience and / or knowledge of working with volunteers.		✓
Previous experience of working in the charity sector or Football Club Community organisation (CCO).		✓
Experience of supporting people to overcome barriers to access community provision.		✓
Experience in negotiation, influencing, and conflict resolution.		✓
Experienced and knowledgeable around measuring and evidencing impact.		✓
Able to work within a diverse community and draw on individual strengths to promote project participation.		✓

Behaviour	Essential	Desirable
Commitment to honour Blackpool FC Community Trusts signed, Armed Forces Covenant Pledge.	✓	
Commitment to develop self and staff to improve performance and CPD.	✓	
Strong commitment to quality service delivery.	✓	

A commitment to supporting participants, and the principles of equality, diversity, and inclusion.	✓	
An enthusiastic and committed individual who will 'go the extra mile' to deliver results.	✓	

Employee Benefits

- Free on-site parking
- Community Trust staff kit
- Use of a work laptop
- Allowance for work-related expenses
- Opt-in membership to the Perkbox discount platform
- Support with work-related CPD opportunities
- Club shop employee discount (20%)
- Corner Flag Restaurant employee discount (40%)
- increased annual leave after 5 and 10 years of service
- An Employee Assistance Programme

Important information about your application

Blackpool FC Community Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role involves the supervision of and work with children and young people or vulnerable adults and therefore you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Blackpool Football Club Community Trust is a Forces' Friendly Employer and encourages applications from members of the Defence community.

As Blackpool FC Community Trust is a diverse organisation that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background, or personal circumstance we welcome all applications. We want everyone to feel valued and included within the organisation to achieve their full potential. Blackpool FC Community Trust is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

You provide several pieces of data to us directly during the recruitment exercise. In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references. Should you be successful in your job application, we will gather further information from you. If you would like to know more about the data, we collect and how we use the data please email selina.hayes@bfcct.co.uk.

www.bfcct.co.uk