



JOB DESCRIPTION

Job Title:	Youth Engagement Coach/Mentor		
Hours of work:	You will have a standard working week of a minimum of 35 hours. You may be required to work outside of normal office hours, at evenings, weekends and match days as required	Salary Range:	£15,000 - £19,000 per annum
Location:	Turf Moor, Harry Potts Way, Burnley, BB10 4BX.	Reporting to:	Social Inclusion Officer & NCS Manager
HR Contact:	Ann-Marie Bradley	Contractual Status:	Fixed term for one year
Date posted:	1 st February 2019	Posting Expires:	22 nd February 2019 @ 5:00pm

Applications Accepted By:

Please apply by downloading and completing the job application form which can be found on Burnley FC in the Community website – Careers and Opportunities <https://www.burnleyfccommunity.org/careers/>
Burnley FC in the Community no longer accept CV's.
Attention: Ann-Marie Bradley – HR Manager

Job Description

Role and Responsibilities

To support delivery of all BFCitC social inclusion programmes, specifically Premier League Kicks and the National Citizens Service:

NCS

- Support the NCS Manager to build awareness and excitement of the programme amongst 16 and 17-year-old students across secondary schools, sixth forms, colleges and youth groups through assemblies, group work and other events.
- Engage and recruit eligible young people onto all NCS programmes.
- Design, develop and implement the graduate extension phase of the NCS programme.

Kicks

- Take part in regular outreach work in Burnley and the surrounding areas, promoting PL Kicks and all BFCitC projects
- Co-ordinate a team of casual coaches/youth workers to ensure all PL Kicks sessions are delivered to the highest quality.
- Assist the Social Inclusion Officer on administration and report building for the Premier League Kicks programme.

General

- To be able to work flexible and unsociable hours where the role of the job requires.
- Promote the Burnley FC in the Community brand and ethos in a strong and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- A commitment to equality and diversity in the workplace and a willingness to undertake all relevant equality and diversity training.

Qualifications and Education Requirements

Essential: Level 2 NGB Coaching Certificate or Level 2 Youth Work qualification.
Desirable: A degree/HND in a relevant subject such as Youth Work, Sport or Community Development.

Preferred Skills:

- Experience of working on youth diversionary projects, including experience of working with hard to reach young people in either a youth & community, sport or education setting.
- Excellent communication and organisation skills.
- Excellent IT skills including intermediate abilities in all MS Office programmes.



PERSON SPECIFICATION – Youth Engagement Coach/Mentor		
CRITERIA	ESSENTIAL	DESIRABLE
1. QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 NGB Coaching Certificate or Level 2 Youth Work Qualification 	<ul style="list-style-type: none"> A degree/HND in a relevant subject such as Youth Work, Sport or Community Development.
2. EXPERIENCE & SKILLS	<ul style="list-style-type: none"> Experience of working on youth diversionary projects, including experience of working with hard to reach young people in either a youth & community, sport or education setting. Excellent communication and organisation skills. Excellent IT skills including intermediate abilities in all MS Office programmes. Ability to work independently and collaboratively as a member of a team. 	<ul style="list-style-type: none"> Experience of working on the National Citizens Service (NCS) programme. Knowledge and experience of safeguarding requirements when working with young people and vulnerable adults. Ability to monitor, evaluate and assess project performance. Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.
3. PERSONAL QUALITIES	<ul style="list-style-type: none"> Highly motivated and conscientious with a determination to succeed. A commitment to the aims, vision and values of Burnley FC in the Community. Good judgement and knowing when to seek advice or support. A positive, “can do” attitude. Enthusiasm, energy and resilience. Flexible, helpful and responsive. 	<ul style="list-style-type: none"> A passion for the Community and making a difference. Creative in problem solving situations together with a willingness to take on or try new approaches and ideas. Excellent networking skills. The individual will have a full DBS check. A positive attitude towards professional development and their own learning.