**Job Description**

**Job Title:** Veterans and Inclusion Officer

**Contractual Status:** Fixed term until 30th June 2022

**Hours of work:** The normal working week is 35 hours however in some cases your hours will be those that are necessary for the completion of your duties.

**Salary Range:** £17,000 to £21,500 per annum

**Location:** Turf Moor, Harry Potts Way, Burnley, BB10 4BX

**Reporting to:** Head of Inclusion

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**Job Summary:**
To work as part of the Inclusion Team on a number of varied projects including Veterans and Armed Forces provision, Refugee provision and other projects specific to the Inclusion department at Burnley FC in the Community.

**Job Description:**

**Role and Responsibilities**

- Lead on Veterans provision and enhance our offer to ex-members of the Armed Forces.
- Work with Inclusion team members to seek funding opportunities for all programmes that you work on.
- Lead on existing Inclusion specific projects and drive these projects forward with passion and motivation.
- Work with individuals and/or groups from a range of diverse backgrounds.
- Keep accurate files and records and produce output evidence.
- To be accountable for achieving agreed outcomes, output and personal/team targets.
- To record all programme information on the VIEWS monitoring system.
- Ensure that all requirements under Health & Safety, Equal Opportunities, Data Protection and Safeguarding are implemented and comply with BFCitC policies and procedures, in order to safeguard the health and wellbeing of all young people, staff and volunteers involved in the programme.
- To attend workshops, conferences, and training sessions as appropriate.
- Willingness to attend training courses including Safeguarding and Equality and Diversity.
- Demonstrate the Burnley FC in the Community values at all times.
- Promote the Burnley FC in the Community brand and ethos in a professional, strong and positive manner.
- Work alongside other team members to support in other departments as and when required to promote best practice.

**Preferred Skills and Experience**

**Essential**

- Experience of working with Military Veterans and on other inclusive projects.
- Experience of working with individuals over long periods of time.
- Experience of working with vulnerable young people or adults.
- An ability to motivate, inspire and mentor people towards achieving their goals.
- An ability to build relationships and work collaboratively with a range of partners.
- Knowledge and experience of safeguarding requirements when working with young people and vulnerable adults.
- A friendly, positive ‘can do’ and courteous attitude.
- An organised and efficient approach to work.

**Desirable**

- Educated to degree level, or relevant comparable experience.
- Knowledge and experience of working in the Criminal Justice System.
- Knowledge of the Burnley and East Lancashire area as well as its diverse communities.
### PERSON SPECIFICATION – INCLUSION OFFICER

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tr>
<td>QUALIFICATIONS</td>
<td>• A positive attitude towards professional development and their own learning.</td>
<td>• Educated to degree level, or relevant comparable experience.</td>
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<td>EXPERIENCE &amp; SKILLS</td>
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<td>• Ability to monitor, evaluate and assess project performance.</td>
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<td>PERSONAL QUALITIES</td>
<td>• A friendly, positive ‘can do’ and courteous attitude.</td>
<td>• A passion for the Community and making a difference.</td>
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<td>• A commitment to the aims, vision and values of Burnley FC in the Community.</td>
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<td>• Willingness to have a full DBS check.</td>
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<td>• Ability to work independently and collaboratively as a member of a team.</td>
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<td>• Excellent IT skills including intermediate abilities in all MS Office programmes.</td>
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<td>• Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.</td>
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