

Community Development Officer – Job Description JD01



Reporting to: Chair of Dover Athletic Community Trust

Purpose:

To develop and deliver an innovative and compressive community programme aimed at establishing permanent and sustainable links with all members of the local community. Coordinate and grow established projects, while actively establishing new projects.

Main duties and responsibilities

- To establish and coordinate established community projects, in addition to new projects in line with the agreed development plan such as walking football, disabled football, school and community projects
- To deliver the Trust's Community Development Plan, providing opportunities for identified target groups, including: girls and women, those with disabilities and special needs.
- To develop partnerships and build good working relationship with those partners, identifying joint working opportunities
- Liaise with the local council, County Football Association and other local sports groups/bodies where necessary.
- To establish and maintain links with other organisations, locally, regionally and nationally, with a view to keeping abreast of good practice in football development/community development and its related fields
- To manage coaches, volunteer and other staff
- To represent the community department at events, presentations and meetings.
- To provide regular (or) monthly reports to the Trustees.
- To investigate possible income generation to help sustain the programme and increase revenue wherever possible. To identify sources of potential funding and make applications for grants
- To assist in the preparation of budget and targets and maintain complete records of expenditure.
- To manage the use of resources, and equipment and that it is maintained in a safe condition
- Support the recruitment, retention and development of coaches and volunteers
- Monitor and evaluate programmes and ensure that good records are kept and that there is effective quality throughout the programme
- To adhere to Trust policies, particularly those involving equal opportunities, safeguarding children and vulnerable adults, and assist in improving club policies as and when required. Ensure that all those involved in the programme are suitably qualified and checked, also adhere to these policies
- Liaise with the Trust's Safeguarding Officer as necessary

Skills, Experience, Qualifications and Knowledge

The candidate would ideally have many of these attributes:

1. Experience of leading and delivering a community development project working specifically with clubs and schools.
2. Experience of managing projects and delivering to target and timescales.
3. Good organisational skills and ability to self-motivate, and be willing to work unsociable hours.
4. Good interpersonal skills and the ability to communicate to wide range of people and disciplines.
5. Experience in grant applications and fund raising coordination.
6. Developed writing skills, be IT literate and able to communicate information in a clear and concise manner.
7. Understand the workings of the public sector i.e. local Council, safer neighbourhood police teams and ward councillors.
8. Be a qualified coach.
9. Strategic planning and implementation skills.
10. The ability to lead, motivate and influence others.
11. A full, clean driving licence.

Please note the successful candidate will be subject to children's barred list and DBS (list99/CRB) checks.

End.