



Job Title	Football Officer	Reports to	Senior Community Engagement Coordinator, Wigan Athletic Community Trust and Head of Sports Departments, Wigan Youth Zone
Based at	Wigan Youth Zone		
Department	Community Trust		
Job Purpose			
To lead and deliver football activities within the Wigan Youth Zone managing and maintaining the partnership between Wigan Athletic Community Trust and Wigan Youth Zone.			
Jobs reporting into the job holder	Multi-Sport Youth Worker x 2		
Key responsibilities and duties			
<ul style="list-style-type: none"> • Ensure that there is a comprehensive football offer at Wigan Youth Zone, seven days a week, 52 weeks of the year including holiday courses, coaching sessions, external fixtures and tournaments. • Develop and create Wigan Youth FC in line with the Wigan Youth Zone 'Try, Train, Team' ethos – including recruitment of volunteer coaches and liaison with local football partners. • Manage and co-ordinate the use of Wigan Youth Zone football pitches with external organisations. • Liaise with the Wigan Youth Zone Sports Coordinator to organise monthly fixtures and activities across the Youth Zone network. • Effectively manage a team of project staff ensuring appropriate staffing levels are in place at all football related activity. • Organise and deliver outreach sessions to recruit new members to Wigan Youth Zone. • Work with the Community Trust management team to ensure that Wigan Athletic Football Club is part of the everyday offer to young people who access the Youth Zone including arranging match day visits and player appearances. • Publicise and promote appropriate football activities at Wigan Youth Zone and ensure all marketing materials produced for Community Trust activities fall within both Wigan Athletic and Wigan Youth Zone marketing guidelines. • Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place. • Be a flexible member of the Wigan Athletic Community Trust team and when requested assist in the delivery of other projects and activities including evenings and weekends. 			
Safeguarding			
<ul style="list-style-type: none"> • The company is committed to safeguarding the welfare of children and young people and expects all staff and volunteers to endorse this commitment. • The employee must act to protect all young people and vulnerable adults that are in their care or attending the company's premises. The employee must report any misconduct or suspected misconduct to the Head of Safeguarding. 			
Health and Safety			
<ul style="list-style-type: none"> • Fully endorse, demonstrate and carry out the company health and safety policy. • Comply with all Company policies and statutory regulations relating to Health & Safety, safe working practices, hygiene, cleanliness, fire and COSHH. This will include your awareness of 			

any specific hazards in your work place, and assist if required with the amending of risk assessments periodically.

- Have a full knowledge of procedures for evacuation with regard to fire. Identify and report maintenance requirements or hazards within the workplace and to encourage any workforce to do the same to avoid injury.

General

- Fully co-operative to colleagues requiring assistance throughout and to be flexible when assisting them in response to business needs.
- The Employee must at all times carry out his/her responsibilities with due regard to the policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to Data Protection.
- The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.
- The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Company.

Person Specification

	Essential Requirements	Desirable Requirements
Qualifications	<ul style="list-style-type: none"> • FA Level 2 Coaching Award. • Educated to degree standard (or equivalent) in a sport or community related subject. 	<ul style="list-style-type: none"> • Level 2 in Youth Work Qualification. • Level 1 Coaching Award in one or more sports. • Safeguarding qualification.
Experience	<ul style="list-style-type: none"> • A proven track record of community sports project development and management. • Experience of managing a project team, supporting their development and managing their performance. • Proven track record of working with hard to reach young people in a youth work setting. • Experience in coaching football to young people of all abilities and experience. 	<ul style="list-style-type: none"> • Working in a professional sports club environment.
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Ability to manage different requirements including own work and workload of others. • Sound understanding of issues around equality and diversity and how this can affect delivery of activities. • Ability to be proactive and decisive when leading programmes/ projects. • Ability to influence project stakeholders. 	<ul style="list-style-type: none"> • An understanding of Wigan and the surrounding geographical areas.
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated and the ability to work well within a team. • Confident and articulate. • Ability to perform under pressure and respond calmly to competing demands. 	

	<ul style="list-style-type: none">• Must have a 'can do' attitude.• Flexibility and a willingness to work together with colleagues to deliver an outstanding provision to participants.	
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I confirm that I have read and agreed to this job description outlining the main duties of my role.

Job Holder:

Signed: _____ **Date:** _____