

<b>Department:</b>	Rotherham United Community Sports Trust (RUCST)
<b>Job Title:</b>	Social Inclusion Officer
<b>Salary:</b>	£21,000 to £25,000 subject to experience and qualifications
<b>Contract type:</b>	Permanent
<b>Hours:</b>	37.5 (with a maximum of 42 hours)
<b>Responsible to:</b>	Head of Community
<b>Location:</b>	The Goal Zone - New York Stadium
<b>Regular working hours:</b>	Office hours are Monday to Friday 8:30am – 5.30pm. It is expected with this post there will be regular Match days, weekends & unsocial hours as part of a regular working pattern.

**Purpose of the post:**

The post holder will be responsible for providing the vision for all Social Inclusion initiatives so that they complement and add to the overarching aims and objectives of the Trust

In liaison with the Head of Community, planning, delivering and developing the Trusts overall Social Inclusion agenda and ensuring its financial sustainability will be a vital part of the role.

This will involve ensuring that activities are correctly targeted, are in line with the Trust business plan, delivery is of high quality, all monitoring and evaluation and quality assurance requirements are met, whilst ensuring all education initiatives are delivered within budget. It is necessary to work with other department heads to ensure strategic objectives are achieved across the team and sit within the wider foundation and club needs.

To be committed to our Vision “Using our passion for sport and the influence of Rotherham United to ENGAGE, INSPIRE and DEVELOP the communities of Rotherham whilst giving people a chance and nurturing Potential”

**Key Duties and Responsibilities:**

- To be responsible for the development and coordination of Social Inclusion projects ensuring activities align with the strategic development of the Trust
- To Lead and manage the Kicks Inclusion Project in partnership with the PLCF and EFLT
- To Lead and manage the Sport Activation in partnership with Sport England
- To maintain and develop partnerships including National Governing Bodies of Sport, funders and relevant organisations
- To recruit young people on to courses by targeting underrepresented groups
- Undertake anti-racism and community cohesion projects that bring diverse communities together
- To ensure the Trust is strategically aware of Social Inclusion and is at the forefront of any new developments
- To be the main point of contact in relation to the Trusts Social Inclusion provision
- Promote all social inclusion programmes within the local community with particular focus on underrepresented groups and individuals
- Produce reports and presentations showing evaluation of project outcomes and outputs
- Provide case study evidence for all social inclusion programmes.
- Deliver Anti Racism and inclusion workshops to schools and other community settings

- To analyse feedback received from providers under specialised projects provision to ensure programmes are effectively delivered.
- To ensure individual objectives and outcomes are met within specific funded projects and contracts
- To manage project budgets and to identify and secure other sources of funding to assist in the development, sustainability and growth of Social Inclusion activities
- To effectively recruit, manage, supervise and mentor support staff and volunteers involved in the delivery of activities
- To maximise opportunities to raise awareness amongst the target audiences of the activities available and encourage their participation
- To ensure all programmes are staff appropriately, cost effectively and ensure best value return on expenditure
- To undertake monitoring and evaluation requirements on projects to service both funding agencies and Trust
- To attend networks, meetings and events to promote and develop Social Inclusion provision and share best practice
- To carry out relevant administration, prepare reports, undertake research and provide briefings and management information as necessary
- To proactively promote the Trust and its work at all times to raise awareness and encourage participation levels
- To comply with the Trusts policies and procedures at all times in particularly with a Key focus on safeguarding
- Ensure that all requirements related to Quality Assurance, Health & Safety, Equal Opportunities, Data Protection and Safeguarding are implemented and comply with the Trust's policies and procedures, in order to safeguard the health and wellbeing of all young people, staff and volunteers involved in the programme
- To undertake training and CPD as necessary and relevant to the post
- To undertake other such duties commensurate with the post, as may be required from time to time.

Special conditions:

- The post holder will be required to work some Match Days, evenings and weekends as the requirements of the job demands

**Staff competencies:**

**Putting our Participants first**

- Demonstrates a thorough understanding of the services across the Trust and how these relate to and are affected by the needs and objectives of RUCST
- Knows who the clients are, understands our clients' needs and works hard to ensure that these are met.
- Develops positive relationships with clients.
- View the resolution of clients' problems as an opportunity to retain and secure future business.
- Ensures all clients are dealt with in a proficient and friendly manner, with respect and integrity at all times

**Getting things done**

- Takes personal responsibility for own actions and decisions and displays a sense of energy and commitment to achieve results that stimulate others to succeed.

- Works hard to reach or exceed personal targets and section goals and can take responsibility for several different tasks at a time.
- Accepts responsibility for problems that occur and retains ownership until they are resolved, either personally or by someone else.
- Manages own time and resource effectively, with appropriate planning and prioritising in advance to improve efficiency.
- Uses initiative to foresee situations

#### **Flexibility**

- Accepts doing things differently to improve efficiency and reacts positively to changing objectives, priorities and workloads
- Willingly takes on extra responsibility and, where necessary, will work additional or irregular hours to meet the needs of the organisation
- Puts forward suggestions and ideas about new and better ways of doing things
- Learns rapidly, adjusting to new situations as they occur
- Demonstrates a commitment to deliver a high quality service at all times

#### **Communication skills**

- Communicates effectively and confidently in individual and group situations, contributing and asking questions where appropriate
- Listen to and respects other people's views and opinions
- Any written work required by the role is clear, accurate and to the point
- Presents facts and ideas in a concise and persuasive manner
- Ensures all written correspondence is fluent and structured, using appropriate style and language

#### **Managing Self /Relationships**

- Develops open and effective relationships with Head of Community, Department Managers, Officers & other colleagues
- Be aware of impact of own behaviour on others and is able to modify approach or style to achieve results
- Can discuss differences openly and without recrimination
- Shares information and keep all relevant parties informed
- Works to improve self by being pro-active in job function and in assessing training and development needs
- Keeps difficulties in perspective and maintains performance and effectiveness in the face of conflicts, tight deadlines, excess workloads and unreasonable client/customer.

#### **Important information**

Applicants must hold a full driving licence with access to a suitable vehicle and have in date MOT, Road tax and relevant insurance.

The above mentioned duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

RUFC and RUCST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is may be subject to Enhanced DBS checks. Clearance through The FA DBS system is required. As such this post is exempt for the Rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.*

*RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.*

*We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate*

<p>Person Specification</p>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to think clearly, creatively and imaginatively</li> <li>• Positive attitude and strong focus on teamwork</li> <li>• Ability to effectively communicate with partners and people from all backgrounds</li> <li>• Ability to support young people and maintain positive relationships with them</li> <li>• Focused on achievement, targets and continuous improvement</li> <li>• A high degree of flexibility and confidentiality is needed</li> <li>• Capable of presenting information, orally and written</li> <li>• Have skill to plan and organise information</li> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Ability to work on own initiative</li> <li>• Competent IT skills</li> </ul> <p><u>Qualifications</u></p> <ul style="list-style-type: none"> <li>• Full driving licence and the use of a vehicle</li> <li>• FA Level 2 coaching Badge</li> <li>• Youth Work/management qualification</li> <li>• Safeguarding</li> <li>• First Aid</li> </ul> <p><u>Knowledge</u></p> <ul style="list-style-type: none"> <li>• Detailed knowledge of current and future funding streams and requirements</li> <li>• Knowledge of local disability groups and national disability organisations</li> <li>• Knowledge of local youth groups and support services</li> </ul> <p><u>Experience</u></p> <ul style="list-style-type: none"> <li>• Management Qualification</li> <li>• Designing and developing schemes of work to a high standard</li> <li>• Working with local community groups, external providers and funders</li> <li>• Developing innovative training sessions to inspire and engage young people and adults with disabilities and special educational needs</li> <li>• Organising groups based on development plans</li> <li>• Monitoring and evaluation of programmes</li> <li>• Working with young people and young adults</li> <li>• Conducting staff training and development</li> <li>• Maintaining budgets</li> <li>• Achieving set targets and outputs</li> <li>• Project management</li> </ul> <p><u>Other Comments – the job holder:</u></p> <ul style="list-style-type: none"> <li>• Must keep up to date with new methods and undertake any necessary internal or external training in accordance with company procedure/policies.</li> <li>• Has a statutory duty to observe all health and safety rules and take all reasonable care to promote the health and safety at work of themselves and their fellow employees. The Job Holder must report any health and safety issues immediately to their Line Manager in writing.</li> <li>• Will be required to demonstrate positive attitudes and values towards others and work in a non discriminatory way</li> </ul>
-----------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



--	--