

## Rotherham United Community Sports Trust

### JOB DESCRIPTION

<b>Job Title</b>	Diverse Communities Engagement Officer
<b>Reports to</b>	Inclusion Manager
<b>Department</b>	Inclusion
<b>Salary</b>	£21,000 (FTE)
<b>Hours</b>	15 hours including some evenings and weekends where required
<b>Job Purpose</b>	<p>Rotherham United are seeking to appoint an Innovative and charismatic person to work within its expanding Community Sports Trust with a specific focus on engaging with Black, Asian and Minority Ethnic residents.</p> <p>The Covid-19 pandemic has both highlighted and exacerbated the inequalities faced by Black and Minority Ethnic communities. We are looking for a Diverse Communities Engagement Officer who has experience in Black, Asian and Minority Ethnic Community engagement and who can plan and deliver a diverse range of activities that will support Black, Asian and Minority Ethnic adults 19+ (and their families) to move closer to employment and/or improve physical and mental wellbeing.</p> <p>This person will have a passion for equality and will contribute to ensuring the Trust is inclusive, diverse and promoting cohesion in all aspects of our work.</p>
<b>Contract Details</b>	<ul style="list-style-type: none"> <li>• 12 month contract</li> <li>• Auto-enrolment into the Club's pension scheme (depending on eligibility)</li> <li>• 28 days annual leave including national bank holidays</li> </ul>

#### Role Accountabilities & Key Duties

##### 1. Key Duties and Responsibilities

- Working with the Inclusion & Diversity Officer, develop and deliver a Black, Asian and minority ethnic community engagement programme together with a plan to include agreed goals and priority target audiences, and an evaluation tool to assess the success of the programme.
- To engage target audience in sport and/or physical activity/health sessions in the community to enhance both physical and mental wellbeing of participants
- Identify, maintain and strengthen links with relevant community organisations such as the Refugee Council & REMA, together with local faith leaders.
- Identify barriers to accessing our services within the Black, Asian and minority ethnic community and formulate strategies as to how these might be overcome.



	<ul style="list-style-type: none"> <li>• Develop and maintain positive relationships with local Job Centres and the DWP to recruit individuals onto the programme and support Black, Asian and minority ethnic people in to employment</li> <li>• Build a network of local referral partners across the local area to ensure the programme is accessible to those most in need.</li> <li>• Monitor and support the overall progress and development of participants alongside assisting them to access additional opportunities and support both internally and externally to the Trust.</li> <li>• To facilitate and encourage an inspiring experience, which provides participants with the opportunity to achieve their individual goals and potential.</li> <li>• Empower individuals to access volunteering opportunities and support the development of our community champions initiative</li> <li>• Ensure registration and monitoring information is collected and maintain all appropriate records in line with GDPR policies. Accurately upload information on to substance views.</li> <li>• Ensure the appropriate supervision and safeguarding of participants, following Trust policies and procedures.</li> <li>• Undertake any staff development (CPD) relevant to the needs of the post.</li> <li>• Attend meetings to exchange ideas and information and share good practice.</li> <li>• To perform other duties as reasonably assigned or under the authority of the senior management team.</li> </ul>
<p><b>2. Person Specification</b></p>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills</li> <li>• Ability to plan and deliver a variety of engaging sport and physical activity sessions appropriate for adults</li> <li>• Passionate about making a difference</li> <li>• Ability to think clearly, creatively and imaginatively</li> <li>• Positive attitude and strong focus on teamwork</li> <li>• Ability to communicate with people from all backgrounds</li> <li>• Able to speak multiple languages is desirable</li> <li>• Ability to build and maintain positive relationships with people</li> <li>• Demonstrate a high degree of flexibility</li> <li>• Capable of presenting information, orally and written</li> <li>• Have skills to plan, organise and present 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> <li>• Full UK Driving License</li> </ul>



### General Duties & Accountabilities

- To support RUCST and Rotherham United FC in their aims, objectives, vision and mission statement
- To ensure compliance with all relevant club policies, including health and safety policies
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCST and Rotherham United FC
- To keep confidential any information gained regarding the charity, club and its personnel
- To maintain a flexible approach to work at all times
- To undertake other duties and responsibilities as required from time to time

*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.*

*Rotherham United and Rotherham United CST is an equal opportunities employer and a signatory to the new FA Football Leadership Diversity Code and all applicants for employment will be given equal opportunities irrespective of sex, age, race, religion or belief, marriage or civil partnership, disability, sexual orientation, gender reassignment, pregnancy or maternity, ethnic or national origin.*

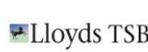
*Rotherham United and Rotherham United CST takes safeguarding very seriously and is committed to ensuring that all children and adults at risk are safeguarded at all times when engaging in Club activities or services. The club has numerous safeguarding policies and best practice guidelines to support this and expects all employees to adopt such policies and practices at all times.*

*The club adheres to strict guidelines, policies and procedures when recruiting staff who work with children and/or adults at risk and is committed to ensuring staff receive appropriate safeguarding training suitable to their role/s. Successful applicants are expected to share the club's approach to safeguarding at all times.*



## Person Specification

Qualifications		Essential	Desirable
1	Appropriate degree qualification		✓
2	Level 2 and above Sport or physical activity qualification	✓	
3	Able to speak a community language (such as Urdu, Punjabi, Slovak, Arabic)	✓	
4	Full UK driving licence	✓	
5	Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
6	Valid Safeguarding Training Certificate	✓	
Skills, Knowledge & Experience			
7	Experience of working with either young people or adults in a community environment to make positive choices to improve their lives	✓	
8	Experience of delivering Sport and Fitness related sessions	✓	
9	Experience of forming partnerships and networking to achieve cross organisation objectives	✓	
10	Experience of engaging diverse communities in community activities and initiatives	✓	
11	Knowledge of Black, Asian and Minority Ethnic communities of Rotherham and Black, Asian and Minority Ethnic focused groups/organisations		✓
12	Good understanding of Rotherham communities and local area needs and issues.		✓
13	Demonstrates a working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice	✓	
14	Working within a professional football club environment		✓



15	IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
16	Excellent overall level of numeracy and literacy	✓	
17	Experience of community project management		✓
18	An understanding and knowledge of Rotherham United Community Sports Trust and the surrounding areas.		✓
<b>Attitude/Behaviours</b>			
19	A “can do” attitude	✓	
20	Presents solutions rather than problems	✓	
21	Ability to establish good and productive working relationships, and work well in a team	✓	
22	A voice of influence for underrepresented groups in society	✓	
<b>Personal Qualities</b>			
23	A dynamic, hardworking and enthusiastic individual	✓	
24	Relatable, kind and caring	✓	
25	Excellent interpersonal and communication skills	✓	
26	Proactive attitude within the role	✓	
27	Excellent written and analytical skills	✓	
28	Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
29	Highly organised and able to manage multiple tasks	✓	
30	Drive and energy – demonstrates enthusiasm and is personally committed towards equality, diversity and inclusion	✓	
31	Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
32	Flexibility and willingness to learn	✓	
33	Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
34	Ability to work unsupervised	✓	
35	Ability to respect confidentiality and professionally on particular issues	✓	

