



**JOB  
APPLICATION FORM**

**YOUTH AND INCLUSION MANAGER**

# Our Vision

To give the people from different backgrounds of Rotherham a chance to nurture and live up to their potential.

# Our Mission Statement

To use our passion for sport and the influence of Rotherham United FC to **ENGAGE, INSPIRE** and **DEVELOP** the communities of Rotherham for a long-lasting impact on future generations.

# Our Values

**Passion:** Our enthusiasm is infectious and we go that extra step to excel and meet the needs of our users.

**Understanding:** People and their lives are at the heart of everything we do. We listen to our users and seek to remove barriers to our activities.

**Inclusivity:** We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

**Professionalism:** We do all we can to exceed expectations and perform to the highest levels whilst respecting the people we serve and the organisation we represent.

**Respect:** We treat each other with the highest regard and seek to overcome barriers whilst delivering high quality activities.

**Fun:** Through new experiences and having fun we come together in everything we do.

# JOB VACANCY

## INCLUSION MANAGER

---

|                          |  |
|--------------------------|--|
| <b>Job Title:</b>        | Youth and Inclusion Manager  |
| <b>Reports to:</b>       | Head of Community  |
| <b>Department:</b>       | Youth and Inclusion  |
| <b>Salary:</b>           | £28,000.00 - £32,000.00  |
| <b>Hours:</b>            | This is a permanent role of 37.5 hours per week requiring flexibility to work evenings, weekends and match days as required.   |
| <b>Job Purpose:</b>      | <p>The post holder will be responsible for providing the vision for all Youth Work and the wider Inclusion initiatives for underrepresented groups to support our agenda for working at the heart of the Rotherham community</p> <p>In liaison with the Head of Community, planning, delivering and developing the Trusts overall youth and inclusion agenda and ensuring its financial sustainability will be a vital part of the role.</p> |
| <b>Contract Details:</b> | <p>37.5 hrs, Permanent<br/>Auto-enrolment into the Club's pension scheme (depending on eligibility)<br/>28 days annual leave including national bank holidays</p>  |

Rotherham United Community Sports Trust are seeking to appoint an enthusiastic, charismatic and dedicated individual to join our Senior Management Team.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. 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.

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.

As part of this commitment to providing a safe environment for our young people, we require all candidates to undertake and return a satisfactory enhanced Disclosure and Barring Service (DBS) certificate. RUCST will assist with the application for, and pay for the process of, a new DBS for staff members where required.

### **Criminal Records Disclosures**

We recognise the contribution that former or ex-offenders can make as an employee; a person's criminal record will not, in itself, debar that person from being appointed to this post. Candidates will be given the opportunity to provide us with information on their criminal record, which will be treated in the strictest confidence. Suitable applicants will not be refused posts because of any offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.

[Equal Opportunities](#)

# JOB DESCRIPTION

---

## ROLE ACCOUNTABILITIES & KEY DUTIES

### KEY DUTIES AND RESPONSIBILITIES

- To be responsible for the management of our Youth Work and Social Inclusion projects ensuring activities align with the strategic development of the Trust.
- To lead on the RUCST strategic offer in partnership with organizations and individuals from Black and Minority Ethnic Communities of Rotherham
- To work with stakeholders to develop and deliver LGBTQ+ youth provision as part of the RUCST Social Inclusion work.
- To manage the work with young people to design, develop, deliver and evaluate the RUCST youth work offer supporting the personal development of young people and enabling them to develop emotional resilience, increase aspirations and become future leaders in their communities
- To lead the delivery of RUCST youth offer including universal open access, targeted, detached and 1:1 support for young people.
- To engage with young people from various communities and to listen to, support and to advocate on young people's behalf.
- To Lead and manage the Kicks Inclusion Project in partnership with the PLCF and EFLT.
- Undertake anti-racism and community cohesion projects that bring diverse communities together.
- As a Trusted Adult facilitate targeted 1:1 intervention sessions with young people, for example around anti racism, emotional health and wellbeing, sexual health, drugs and alcohol and housing support.
- To work closely and maintain good communication with project partners to develop a cohesive youth offer for young people in Rotherham.
- To provide information, guidance and support to young people and their families on a wide range of issues.
- To deliver the skills to enable young people and their families to work effectively in groups, enabling them to learn, develop, achieve and record accredited outcomes.
- To ensure underrepresented groups have a voice and can have influence in the RUCST offer and the local community.
- To take positive steps to identify and overcome barriers to participation amongst those from disadvantaged backgrounds through high quality engagement.
- To undertake training and continuous professional development as necessary relevant to the post and further career advancement.
- To contribute to the continuous evaluation and development of all Youth projects.
- To maintain and develop partnerships including National Governing Bodies of Sport, funders and relevant organisations.
- To recruit young people and adults on to courses by targeting underrepresented groups.
- To ensure the Trust is strategically aware of Social Inclusion and is at the forefront of any new developments.
- 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.
- 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

#### PERSON SPECIFICATION

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork
- Ability to effectively communicate with partners and people from all backgrounds
- Ability to support young people and maintain positive relationships with them
- Focused on achievement, targets and continuous improvement
- A high degree of flexibility and confidentiality is needed
- Capable of presenting information, orally and written
- Have skill to plan and organise information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- Competent IT skills

#### MANAGING PARTNERSHIPS AND CONTRACTS

- Maintain and build positive relationship with key partners and stakeholders

## EXPERIENCE

- Youth Work or Management Qualification
- Designing and developing schemes of work to a high standard
- Working with local community groups, external providers and funders
- Developing innovative training sessions to inspire and engage young people and adults with disabilities and special educational needs
- Organising groups based on development plans
- Monitoring and evaluation of programmes
- Working with young people and young adults
- Conducting staff training and development
- Maintaining budgets
- Achieving set targets and outputs
- Project management

## QUALIFICATIONS

- Full driving license and/or the use of a vehicle
- Adult Teaching Qualification
- Youth Work/Management qualification
- Safeguarding
- First Aid

## GENERAL DUTIES & ACCOUNTABILITIES

- To support RUCST and Rotherham United FC in their aims and objectives at all times.
- 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 such as matchdays & evening/weekend coaching.
- Promote equal opportunities in recruitment, delivery and overall assessment.
- Ensuring that all contact with and arrangements for students and their welfare is safeguarding and promoted.
- Contribute to quality assurance within the curriculum delivered.
- Act as a personal tutor to students; supporting them to achieve their goals and potential.
- Contribute to the excellence of teaching and learning in the BTEC sport groups.

**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 application. 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.**

# PERSONAL SPECIFICATION

| Qualifications                 |   | Essential | Desirable |
|--------------------------------|---|-----------|-----------|
| 1                              | Appropriate degree or experience in Youth Work and or Social Inclusion  | ✓         |           |
| 2                              | Minibus driving licence   |           | ✓         |
| 3                              | Valid and Enhanced DBS (Disclosure & Barring Service) Check   | ✓         |           |
| 4                              | Valid Safeguarding Training Certificate   | ✓         |           |
| Skills, Knowledge & Experience |   |           |           |
| 5                              | Knowledge, understanding and experience of leadership and management  | ✓         |           |
| 6                              | An awareness of monitoring and evaluating large projects  | ✓         |           |
| 7                              | Up to date knowledge of the local and national youth and inclusion strategies   | ✓         |           |
| 8                              | NVQ Level 3 in Community Development / Youth Work qualification or similar equivalent   | ✓         |           |
| 9                              | Experience of using a range of delivery and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students        |           | ✓         |
| 10                             | Knowledge of how to give positive and targeted support to participants who require special educational needs or face barriers to participation within a community setting | ✓         |           |
| 11                             | Determination to encourage the highest quality of learning experience for all students  | ✓         |           |
| 12                             | IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills   |           | ✓         |
| 13                             | Excellent overall level of numeracy and literacy  | ✓         |           |
| 14                             | Experience of Premier League, Football League or Sport England funded projects  |           | ✓         |
| 15                             | An understanding and knowledge of Rotherham United Community Sports Trust   |           | ✓         |
| Attitude/Behaviours            |   |           |           |
| 16                             | A "can do" attitude   | ✓         |           |
| 17                             | Presents solutions rather than problems   | ✓         |           |
| 18                             | Ability to establish good and productive working relationships, and work well in a team   | ✓         |           |
| 19                             | Innovative and flexible approach to supporting participants   | ✓         |           |
| Personal Qualities             |   |           |           |
| 20                             | A dynamic, hardworking and enthusiastic individual  | ✓         |           |
| 21                             | Be able to enthuse learning within a wide range of ages and abilities   | ✓         |           |
| 22                             | Excellent interpersonal and communication skills  | ✓         |           |
| 23                             | Proactive attitude within the role  | ✓         |           |
| 24                             | Excellent written and analytical skills   | ✓         |           |
| 25                             | Quality focus – takes responsibility for ensuring a high quality of delivery and planning   | ✓         |           |
| 26                             | Highly organised and able to manage multiple tasks  | ✓         |           |
| 27                             | Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning   | ✓         |           |
| 28                             | Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement  | ✓         |           |
| 29                             | Flexibility and willingness to learn  | ✓         |           |
| 30                             | Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.  | ✓         |           |
| 31                             | Ability to work unsupervised  | ✓         |           |
| 32                             | Ability to respect confidentiality and professionally on particular issues  | ✓         |           |

**Rotherham United Community Sports Trust**

The Goal Zone, AESSEAL New York Stadium  
New York Way, Rotherham S60 1AH

Tel: **01709 827767**

Email: [community@rotherhamunited.net](mailto:community@rotherhamunited.net)  
[www.rucst.co.uk](http://www.rucst.co.uk)



[@RU\\_CST](https://twitter.com/RU_CST)



[facebook.com/RUCST](https://facebook.com/RUCST)