



**JOB
APPLICATION FORM**

INCLUSION & DIVERSITY OFFICER

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 & DIVERSITY OFFICER

Job Title: Inclusion & Diversity Officer

Reports to: Youth & Inclusion Manager

Department: Inclusion

Salary: £22,000.00 - £24,000.00

Hours: This is a permanent role of 37.5 hours per week requiring flexibility to work evenings, weekends and match days as required.

Job Purpose: 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.

Contract Details: 37.5 hrs, Permanent
Auto-enrolment into the Club's pension scheme (depending on eligibility)
28 days annual leave including national bank holidays

Rotherham United are seeking to appoint an enthusiastic, charismatic and dedicated person to work within its expanding Community Sports Trust with a specific focus on engaging with Black, Asian and Minority Ethnic (BAME) residents.

The Covid-19 pandemic has both highlighted and exacerbated the inequalities faced by Black and Minority Ethnic (BAME) communities. We are looking for a Inclusion & Diversity Officer who has experience in community engagement and who can manage and coordinate a diverse range of activities that will support BAME adults 19+ to move closer to employment and/or improve physical and mental wellbeing.

This is a new position and reflects the Trusts commitment to building a fairer and more representative organisation which offers accessible and culturally relevant provision across our communities.

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.

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

- Develop, coordinate and manage a BAME 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.
- 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 BAME community and formulate strategies as to how these might be overcome.
- Develop and maintain positive relationships with local Job Centres and the DWP to recruit individuals onto the programme and support BAME people in to employment
- Build a network of local referral partners across the local area to ensure the programme is accessible to those most in need.
- 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.
- To facilitate and encourage an inspiring experience, which provides participants with the opportunity to achieve their individual goals and potential.
- Empower individuals to access volunteering opportunities and support the development of our community champions initiative
- Ensure registration and monitoring information is collected and maintain all appropriate records in line with GDPR policies. Accurately upload information on to substance views.
- Ensure the appropriate supervision and safeguarding of participants, following Trust policies and procedures.
- Identify a programme of events within the Club calendar that will demonstrate the Club's commitment to improving EDI and coordinate the implementation of these events
- Undertake any staff development (CPD) relevant to the needs of the post.
- Attend meetings to exchange ideas and information and share good practice.
- To perform other duties as reasonably assigned or under the authority of the senior management team.

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
- Proven track record of managing successful community based projects
- Passionate about making a difference
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork
- Ability to communicate with people from all backgrounds
- Able to speak multiple languages is desirable
- Ability to build and maintain positive relationships with people
- Demonstrate a high degree of flexibility
- Capable of presenting information, orally and written
- Have skills to plan, organise and present information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- Competent IT skills
- Full UK Driving License

MANAGING PARTNERSHIPS AND CONTRACTS

- Maintain and build positive relationship with key partners and stakeholders

EXPERIENCE

- 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 licence and the use of a vehicle
- FA Level 2 coaching Badge
- Youth Work/management qualification
- Safeguarding
- First Aid

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

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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 qualification		✓
2	Level 2 and above Sport and/or fitness qualifications	✓	
3	Able to speak a community language (such as Urdu, Punjabi, Slovak, Arabic)		✓
4	Minibus 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 BAME communities of Rotherham and BAME focussed 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.		✓
Attitude/Behaviours			
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	✓	
Personal Qualities			
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	✓	

Rotherham United Community Sports Trust

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