



### Job Description / Specification

<b>Job Title</b>	SWFCCP Community Officer
<b>Reports to</b>	SWFCCP Community Manager
<b>Location</b>	Based at SWFC Training Ground with travel to various other locations in Sheffield
<b>Hours of Work</b>	The role requires, flexibility to work some evening and weekends as required
<b>Contract</b>	37 hours per week (Full-time)
<b>Job Purpose</b>	To develop community relations between SWFC and the community that it serves
<b>Salary</b>	£22,000 - £24,000 depending on experience
<b>Closing date</b>	Friday 8 <sup>th</sup> December 2017
<b>Interviews</b>	Thursday 14 <sup>th</sup> &/or Friday 15 <sup>th</sup> December 2017

Sheffield Wednesday Community Programme is seeking to employ a dynamic individual to provide high quality management of Sheffield Wednesday Community Programmes participation team.

As a Community Officer at SWFCCP, you will work closely with the Premier League Coordinator to manage a range of school and community activities, including managing participation staff on a daily basis. You will have to manage time and be flexible in your approach, so commitment, passion and love of knowing that you will be making a difference to the community is going to be vital to your success within this role.

<b>Qualification / Experience</b>	<b>Essential</b>	<b>Desired</b>
1 <sup>st</sup> 4 Sport Level 2 Certificate in Coaching Football	✓	
Member of the FA licenced Coaches' Club	✓	
Valid FA 1 <sup>st</sup> Aid Qualification	✓	
Valid FA Safeguarding & Child Protection Qualification	✓	
Experience of working in a school environment	✓	
Ability to relate effectively with the 3-18 age group	✓	
Knowledge and understanding of safeguarding issues	✓	
Hold a full clean driving licence with full access to own transport	✓	
Sports related education / degree		✓
UKCC level 2 coaching qualification or equivalent in sports other than football	✓	
Level 3 AfPE qualification	✓	
3 years knowledge & experience of sports coaching	✓	
Experience of working with a variety of young people, including male and female, as well as different ethnicities	✓	
Experience of working with young people with additional needs		✓
Experience of working with older demographic of the community		✓
Experience of managing/supervising staff members	✓	
<b>Person Skill &amp; Qualities</b>		
Excellent oral & written communication skills	✓	
Excellent IT skills – Microsoft office including word and Excel	✓	
Ability to work on own initiative or as part of a team	✓	
Ability to plan and organise effectively	✓	

Excellent Budgetary/management skills	✓	
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Approachable with a flexible & positive attitude	✓	
Understanding & commitment to Equal opportunities, non-discrimination and accessibility	✓	
Enthusiastic & have a pro-active approach to working unsociable hours	✓	
Act as a role model with behaviour consistent with the vision of Sheffield Wednesday Community Programme	✓	
A strong motivator, with high enthusiasm	✓	
Creative thinker to deliver exciting and fun coaching sessions	✓	

For an application form

Please contact

[john.williams@swfc.co.uk](mailto:john.williams@swfc.co.uk)

This post is subject to an enhanced DBS check, validation of 2 x references and completion of a 6-month probationary period.