



**Job information pack**

# FOOTBALL DELIVERY OFFICER

# WHO WE ARE:

Shrewsbury Town FC Foundation is the official charity of Shrewsbury Town Football Club. Established in 1996 our mission is to utilise the power of sport to engage, inspire and strengthen our local community.

## VISION

To take Shrewsbury Town into the heart of the local community, helping people realise their potential and achieve their goals.

## PURPOSE

To deliver a service that can be judged as “first class” by our participants, funders and community partners.

A service that is seen to make a significant social contribution, changing lives by creating opportunities for all of our participants.

## MAKING A DIFFERENCE

In partnership we will work within Shropshire to:

**Improving Health & Wellbeing**  
**Providing better life chances,**  
**Creating stronger communities**

Our vision is underpinned our values

**Passionate | Proactive | Fun | Inclusive | Professionalism | Caring**

Range of Work

**Health & Wellbeing | Education & Employability | Football & Participation | Inclusion**







## ROLE:

Job Title: Football Delivery Officer

Salary: **£ 22,000 - £24,000 + Benefits**

Contract Length: Permanent

Contract Type: Full Time (37.5 hrs per week)

Start Date: Open until filled

The Football Delivery Officer will work closely with the Player Pathway Coordinator, supporting continued delivery, growth, development and sustainability of all Football & Participation projects.





## ROLE SPECIFIC RESPONSIBILITIES

To support the Player Pathway Coordinator in the high-quality delivery of Male & Female Advanced & Player Development Centres providing a high-quality offer for participants.

To support the Player Pathway Coordinator in the high-quality delivery of Male & Female YDP Pathways providing a high-quality offer for participants.

To support the Player Pathway Coordinator in the high-quality delivery of Male & Female Football & Education pathways providing a high-quality offer for participants.

To develop, coordinate & deliver a series of Male & Female Primary & Secondary school competitions, providing a variety of opportunities for pupil participation.

To coordinate & deliver primary competitions in line with funders requirements including the Male & Female EFL Kids Cup and Premier League Primary Stars Tournaments.

To support the recruitment strategy for post 16 education projects at the Shrewsbury Town FC Foundation including attending & presenting at recruitment events, open evenings & taster sessions.

To support the delivery of the Foundation's Match Day activity, delivery of match day sessions & festivals in line with the organisation's requirements working 1 in 3 match days on a rotational basis.

When required, provide cover and assistance for other staff across all areas that the Trust operates. This cover may extend to attending meetings, conferences, workshops and events if required.

Ensuring that the Foundation's health and safety, equal opportunities, child protection and vulnerable adults safeguarding policies represent best practice and are adhered to in all aspects of the Charity activities.



## ROLE SPECIFIC RESPONSIBILITIES

To carry out administrative duties as necessary, e.g. maintain accurate attendance registers

To support the operational activity and delivery of the Foundation's Strategic objectives.

To undertake every opportunity to promote a positive image of the Shrewsbury Town Foundation and Shrewsbury Town Football Club

To show our organisation values, to be a positive role model at all times and set standards for other members of staff to follow.

Contribute to creating a positive working and learning environment.

To be committed to continuous professional development relevant to the post and personal needs supporting further career advancement

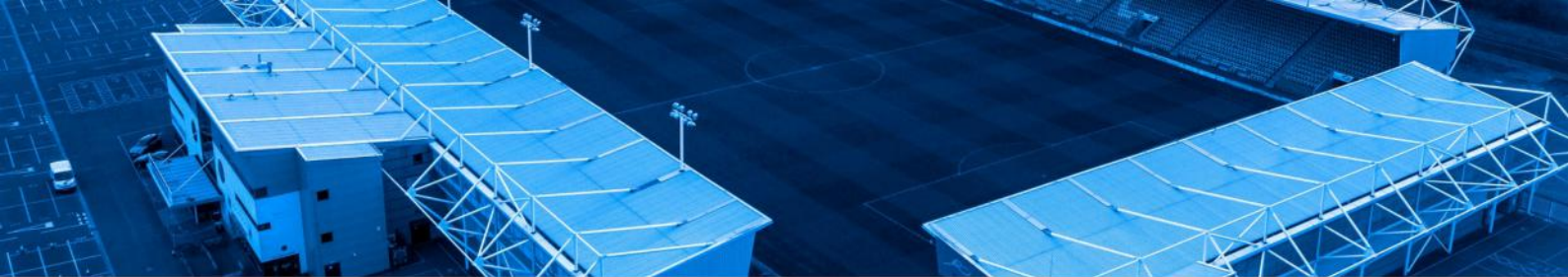
Carry out any additional duties as reasonably requested by the SMT

## ADDITIONAL INFORMATION

Second jobs and/or University courses or any other forms of employment can only be taken with the Line Managers permission.

Second jobs and/or University courses must not conflict with this your main job. If there is a conflict this job, Shrewsbury Town FC Foundation must come first.





## PERSONAL SPECIFICATION

NO	STATEMENT	ESSENTIAL	DESIRABLE
1	FA Level 2/UEFA C Licence Coaching Qualification	X	
2	FA Level 3/UEFA B Licence Coaching Qualification or working towards		X
3	FA Safeguarding Children Certificate	X	
4	FA Emergency First Aid Certificate	X	
5	The FA Basic First Aid for Sport (BFAS) Qualification		X
6	Willingness to work un-socialable hours, including evenings, weekends.	X	
7	Ability to develop and implement high quality, varied and creative coaching sessions focusing on a young person-centred approach	X	
8	Clean Enhanced CRC/DBS Certificate	X	
9	Clean UK driving license	X	

# UNCOVER THE BENEFITS

**At Shrewsbury Town FC Foundation we have a range of benefits to support colleagues across the club:**

**General Benefits:**

- Holiday Entitlement - 20 days plus 8 bank holidays
- Free on site Parking
- 2 x matchday tickets for Shrewsbury Town FC home league games
- Exclusive discounts with club partners including Budgen Motors
- Subsidised on-site gym membership

## EMPLOYEE PENSIONS

All colleagues will be able to access the pension scheme at the Foundation:

3% from the employee

3% from the employer

\*Eligibility criteria applies

## LIFE ASSURANCE



Unfortunately, we all have to be prepared for every eventuality and therefore the club provides the following cover:

- Four times your basic salary

The life assurance policy is held by a third party insurer And covers all members of staff. (Restrictions and eligibility criteria apply)

- Aged between 16 and 75 years old

\*Restrictions and eligibility criteria apply

## EYE TESTS

Colleagues who use display screen equipment or drive as a core part of their role for 50% or more of their working time can apply, through Specsavers for:

- Free eye test
- Discounted glasses or lenses



## WORKFORCE DEVELOPMENT



Our workforce development package:

All our staff are registered on the Educare system and can access hundreds of different online training.

Including interactive training courses that provides staff with further skills and development.

Opportunities for Level 3 & Level 5 management training to create our future managers.

The Coaching Manual - World class coach education, world's best content (Over 4000 pieces of content available)

## ELECTRIC CAR SCHEME

Subject to eligibility\* Employees can qualify for the electric car scheme and a variety of electric vehicles across a number of brands and models.







# OUR CORE VALUES

## PROFESSIONAL

We are professional in every aspect of our delivery.

## PASSION

We are passionate about what we deliver for Shrewsbury Town Football Club, and how we can make a difference for the community we live in.

## INCLUSIVE

We are committed to support all of our participants regardless of race, gender or ability and will ensure that our programmes reflect this.

## PROACTIVE

We are determined to be forward thinking, innovative and ambitious in continually looking to improve our performance and impact.

## FUN

We want all participants to share our enjoyment and enthusiasm in what we deliver – in a fun and safe environment.

## CARING

Our workforce cares a lot about our work and local community.



# APPLICATION PROCESS

All completed application forms must be submitted to our admin team by the below deadline.

**Application Deadline:** Friday 2nd June 2023, 5pm

**Interview Dates:** TBC

**Start Date:** June 2023

All candidates shortlisted for interview will be informed by email or phone. If you have not been contacted by this date it means that you have been unsuccessful and not shortlisted on this occasion.

For more info please email: [admin@foundationstfc.co.uk](mailto:admin@foundationstfc.co.uk)

## SAFEGUARDING STATEMENT

SHREWSBURY TOWN FC FOUNDATION IS COMMITTED TO SAFEGUARDING THE WELFARE OF CHILDREN AND ADULTS AT RISK AND REQUIRE ALL EMPLOYEES TO SHARE THIS COMMITMENT AND PROMOTE THE WELFARE OF THESE GROUPS. APPLICANTS WILL BE ASKED ABOUT ANY PREVIOUS CONVICTIONS, CAUTIONS, REPRIMANDS, INCLUDING THOSE THAT ARE CONSIDERED 'SPENT' AS DEFINED BY THE REHABILITATION OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975 (AMENDED 2013). APPOINTMENT TO THIS ROLE IS SUBJECT TO A SATISFACTORY DBS CHECK AND REFERENCES.

## EQUALITY STATEMENT

SHREWSBURY TOWN FC FOUNDATION IS COMMITTED TO CREATING AN INCLUSIVE AND DIVERSE ENVIRONMENT AND IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, ETHNICITY, RELIGION OR BELIEF(S), GENDER, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE OR WITH REGARDS TO PREGNANCY OR MATERNITY.



**FOUNDATION.**  
THE CLUB'S OFFICIAL CHARITY