



## **Job information pack**

# FOOTBALL & PARTICIPATION SENIOR LEAD



# 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 & Participation Senior Lead**

Salary: **£26,000 - £28,000 + Benefits**

Contract Length: **Permanent**

Contract Type: **Full Time (37.5 hrs per week)**

Start Date: **June 2023**

The Football & Participation Senior Lead will be responsible for leading, developing and delivering effective and innovative Football & Participation Projects throughout Shropshire.





## ROLE SPECIFIC RESPONSIBILITIES

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

To lead in the high-quality delivery of Male & Female YDP Pathways providing a high-quality offer for participants.

To lead high-quality delivery of Male & Female Post 16 Football & Education pathways providing a high-quality offer for participants.

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.

To provide direct line management and inspiration leadership for the staff team, leading to an empowered and motivated workforce.

Work with key stakeholders locally and nationally ensuring strong and effective relationships, whilst identifying new partnership opportunities to increase the charity's work and visibility including Shrewsbury Town Academy & SCL Education, CEFA, SSCFA & The EFL Trust.

Effectively deliver the Emerging Talent Centre Programme ensuring all funder requirements are met and key KPI's are achieved.

Working alongside the Programmes Managers, monitor the development and effectiveness of Shrewsbury Town Foundation's Football & Participation Projects, linking staff objectives and supervision to help meet organisational priorities.



## ROLE SPECIFIC RESPONSIBILITIES

Build effective development plans for Football Development Projects that will increasingly challenge, enhance skills, shape a positive attitude and foster a confident approach to meeting objectives.

Direct an effective and efficient timetable for the Football Development ensuring the accurate recording of staff absence and annual leave etc.

Plan and lead regular progress meetings with staff to ensure their agreed personal development objectives remain relevant and on track.

To develop ambitious but realistic KPIs and outcomes indicators tailored to individual project aims and objectives, and to track progress against these.

To develop quantitative and qualitative tools to support the measurement of project outcomes and impact, and to gain participant feedback on their engagement with Shrewsbury Town Foundation Football Development & Education and Learning projects.

To analyse outputs, outcomes and impact data to support managers to review projects, feed into funder and partner reports, and support Communications around their promotion of STF's work.

To support the Operations Manager with compiling and monitoring annual operational and departmental budgets, whilst supporting future financial planning.

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

Ensure that all coaching staff hold and are up-to-date in regards to their qualifications and CPD relevant to their role





## ROLE SPECIFIC RESPONSIBILITIES

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.

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.

Create a learning environment that is inspiring, dynamic, challenging and educational for staff and participants.

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

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 3/UEFA B Licence Coaching Qualification or working towards	X	
2	UEFA A Licence Coaching Qualification or working towards		X
3	FA Safeguarding Children Certificate & FA Emergency First Aid Certificate	X	
4	Post 16 Teaching Qualification		X
5	Mentoring Qualification (FA or equivalent)		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	D1 Mini Bus Licence		X
9	Experience of leading internal Coach Education CPD Events & staff training	X	
10	Experience of working and developing players across the Foundation, Youth Development & Post 16 phases.	X	





## PERSONAL SPECIFICATION

NO	STATEMENT	ESSENTIAL	DESIRABLE
11	Excellent verbal and written communication skills	X	
12	Experience of managing stakeholder relationships both regionally and nationally	X	
13	Experience of leading and managing a team of staff	X	
14	Be organised with excellent time management skills	X	
15	Ability to work on own initiative and as part of a team	X	
16	Ability to liaise with coaches, management and other relevant foundation staff in a professional manner	X	
17	Inclusive leadership skills that bring together diverse individuals, groups & stakeholders	X	
18	Must be able to represent Shrewsbury Town FC Foundation in a confident and professional manner and have the ability to communicate effectively to a range of stake holders	X	
19	Clean Enhanced CRC/DBS Certificate	X	
20	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 should be submitted to admin by the application deadline.

**Application Deadline:** Friday 28th April 2023, 5pm

**Interview Dates:** TBC

**Start Date:** June 2023

All candidates shortlisted for interview will be informed by email or phone by 5:00pm on Tuesday 2nd May 2023. 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