



in the
community
One Club, One Community, One Town

Job Advert

Project Officer - Premier League Kicks

Job Title: Project Officer – Premier League Kicks

We are a growing sport-for-development charity based in Bolton that offers employees the opportunity to deliver life-changing work that makes an impact alongside colleagues who share a mutual passion for improving people's lives. We are looking for passionate and motivated staff who will help us to achieve our vision of 'A Connected Bolton Without Disadvantage'.

Our mission is to use the power of Bolton Wanderers Football Club to inspire, support and deliver positive change. Through intervention, prevention and targeted engagement we create sustainable pathways that transform lives. By working together, we connect people, enabling communities to thrive and succeed.

We continue to be an innovative and forward-thinking charity that works in partnership with local, regional and national organisations to achieve the greatest outcomes for our beneficiaries.

We are advertising for a Premier League Kicks Project Officer to work within our Social Inclusion programme area.

The purpose of the role is to coordinate and deliver on BWitC's Premier League Kicks project and other match-funding, ensuring these projects achieve pre-agreed Key Performance Indicators. These projects engage children and young people (aged 8-18) of all backgrounds and abilities in football, sport and personal development – providing a trusted, positive influence in high need areas across Bolton. The goal of this work is to inspire young people to achieve their potential and improve their wellbeing, working together to build stronger, safer and more inclusive communities.

The pay range we are offering for this role is £20,999-25,999 pa on a 2-year fixed term contract, subject to relevant qualifications and experience. As this project is delivered across evenings and weekends, working during some unsociable hours is expected, though this is flexible.

The Location: Bolton Wanderers in the Community (BWitC) is based at the University of Bolton Stadium, the home of Bolton Wanderers Football Club. Situated in the heart of the North West we are commutable from Manchester, Preston and Liverpool with great transport links including strong public transport and motorway links. Middlebrook Retail Park is adjacent to the stadium which offers an abundance of options for lunch and leisure.

Why Should You Apply?

- Work for a forward thinking, progressive charity that makes a positive impact on peoples' lives.
- Great benefits including two Bolton Wanderers Season Tickets, Health and Pension Package, opportunities for paid overtime, a commitment to CPD opportunities for staff and free staff parking onsite.
- We are committed to ensuring that staff have a strong work life balance. Staff have the ability to blend their approach to home and office working, with BWitC priding itself on its flexibility.

An application pack can be downloaded from our website. Please complete the application form, stating how you meet the person specification and email the return to Jonathan Mills by midday on Monday 15th May 2023:
jmills@bwitc.org.uk.

For an informal discussion on the role or for more information please call 01204 673790.



Job Description

Job Title: Project Officer (Premier League Kicks).

Responsible to: Programme Lead (Social Inclusion).

Responsible for: No line management responsibility, but responsible for supporting delivery staff.

Budget Responsibilities: Premier League Kicks and any match-funding within the Social Inclusion programme area.

Purpose of role: To coordinate and deliver on Bolton Wanderers in the Community's Premier League Kicks project and other match-funding, ensuring the project achieves pre agreed key performance indicators, and delivering sessions where necessary.

Main duties and responsibilities:

- Ensure PL Kicks achieves and exceeds (where possible) project Key Performance Indicators (KPIs) and use innovative techniques to enhance the project.
- Coordinate the operational day-to-day running of the project, ensuring quality delivery, innovation and supporting staff in any aspect of their work. This includes the creation staffing rotas each week and ensuring all sessions are appropriately staffed.
- Set project budget alongside Programme Lead and deliver the project in line with this and the PL Kicks delivery plan.
- Ensure all project monitoring and evaluation is captured and evidenced as per BWitC and Premier League expectations, and is used to complete reports and to share the impact of our work.
- Ensure monitoring for PL Kicks is up-to-date (monthly checks) and support staff to complete registers at sessions.
- Ensure we have up-to-date and accessible registration/emergency contact information on our monitoring systems for all PL Kicks participants, in a GDPR-compliant way.
- To ensure that the PL Kicks project incorporates key Premier League focuses, including (but not limited to) Equality, Diversity and Inclusion (including female and disability inclusion), Mental Health, Volunteering, Competitions and Social Action.
- Quality-assure sessions on a regular basis and meet with PL Kicks staff regularly to ensure the project is being delivered to a high standard.
- To be an ambassador of BWitC to help us to achieve our vision of 'A Connected Bolton Without Disadvantage'; offering excellent customer service at all times and upholding the professional image of BWFC and BWitC.
- To represent Bolton Wanderer in the Community at relevant activities/events and to develop networks with other agencies, schools and community groups in Bolton.
- To perform other duties as required in line with the aims and objectives of BWitC.



Person Specification

ESSENTIAL CRITERIA

Qualifications:

- A degree or equivalent experience in youth work, sport or other appropriate area.
- A Levels, NVQs or BTEC or equivalent experience within the industry.

Ability and Skills:

- Written and verbal communication skills.
- Organisation, planning and record-keeping skills.
- IT skills and a knowledge of Microsoft Office programmes.
- A true passion to strive for continual improvement and a commitment to delivering a quality service.
- Ability to work both individually and as part of a team.
- Ability to prepare and present monitoring reports.

Experience

- Experience of coordinating, delivering and evaluating projects, achieving set targets and KPIs.
- Experience of planning, writing and delivering youth engagement sessions to a variety of young people across a wide age range.
- Experience of working with a broad range of statutory organisations, external agencies, community and voluntary organisations.

Special Attributes

- A passion and enthusiasm for working with disadvantaged young people who are at risk of educational exclusion/known for offending behaviours/suffer from emotional health and wellbeing concerns.
- Confidence in planning and delivering engaging sessions to young people.
- Strong interpersonal skills and the ability to build trusting relationships with young people.
- Ability to use initiative and work effectively both alone and as part of a team.
- Experience of managing own time to allow for busy and quiet periods of delivery.
- A passion for innovation, forward-thinking and the ability to visualise programme growth, working alongside the Social Inclusion team to improve our delivery.
- An understanding of safeguarding and GDPR policies and procedures.
- Possess a full and clean driving license with access to a suitable vehicle with business insurance cover.
- A flexible attitude to working and willing to work evenings and weekends when required.
- Commitment to development and willingness to undertake training where necessary.
- Commitment to Bolton Wanderers in the Community's Vision, Mission, Values and Behaviours.
- An understanding of equality, diversity and inclusion (EDI) policies and practice.

DESIRABLE CRITERIA

- Experience of monitoring and evaluation systems; particularly Substance Views and Salesforce.
- Evidence of advanced knowledge relating to engaging disenfranchised young people/groups.
- To be able to interpret and analyse data.
- Professional/personal knowledge of the challenges facing young people across Bolton, with particular focus on youth violence/community challenges.

Bolton Wanderers in the Community is an Equal Opportunities and Disability Confident Employer. We are also committed to the Football Association's Leadership Diversity Code. We welcome and encourage applications from underrepresented groups as well as those from diverse backgrounds. Appointment for new roles will be based on



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merit alone, regardless of age, (dis)ability, sex, gender identity, ethnicity, religion/belief and sexual orientation.

This post will be subject to an enhanced DBS disclosure and two acceptable references.

Additional Benefits:

- A supply of BWFC kit
- Mileage allowance
- Gym pass for Bolton Arena (subject to passing probation period)
- 2 x BWFC season tickets (subject to passing probation period)
- Access to UK Healthcare health cash plan (subject to passing probation period)
- Pension contribution matched up to 5% (subject to probation period)

Date prepared: 27/04/2023