



in the
community
One Club, One Community, One Town

Job Advert Community Cohesion Officer

Job Title: Community Cohesion Officer

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 (BWFC) 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 Community Cohesion Officer. The purpose of the role is to coordinate and deliver on BWitC's community cohesion work including our BL One and Fans Fund projects. This role will be integral to bringing together different communities and harnessing an understanding and cohesive Bolton community.

The BL One project is being delivered alongside another local charity to amplify the voices of underserved and underrepresented communities, with delivery elements designed to engage LGBTQ+ communities, ethnically diverse communities, female groups and those with additional needs.

The PLCF Fans Fund project aims to connect different groups (particularly those from ethnically diverse and LGBTQ+ communities) to BWFC and Bolton Wanderers Supporters Trust, providing a voice and representation to encourage new fans from these groups.

The pay range we are offering for this role is £24,999-29,999 pa on a 2-year fixed term contract, subject to relevant qualifications and experience. This project will be delivered within and alongside various communities across the town, and as such working during some unsociable hours is expected, though this is flexible.

We are particularly looking to hear from individuals who are from any underrepresented group or have experience of working alongside such groups.

The Location: Bolton Wanderers in the Community (BWitC) is based at the Toughsheet Community 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 and email the



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return to Jonathan Mills (jmills@bwitc.org.uk) by 8am on Thursday 9th May 2024. Please note, we reserve the right to close applications earlier based on the number of applications received. It is advised to get applications in as early as possible.

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

Job Description

Job Title: Community Cohesion Officer

Responsible to: Programme Lead

Responsible for: No line management responsibility

Budget Responsibilities: BL One and Fans Fund budgets

Purpose of role: The purpose of the role is to coordinate and deliver on BWitC's community cohesion work including our BL One and Fans Fund projects. This role will be integral to bringing together different communities and harnessing an understanding and cohesive Bolton community.

Main duties and responsibilities:

- To lead on the development and implementation of new community cohesion projects and work.
- To manage and deliver the BL One and Fans Fund projects, in line with pre-agreed outcomes and delivery plans.
- Maintain existing / develop new positive relationships with key underrepresented groups across Bolton.
- Ensure projects achieve and exceed (where possible) project Key Performance Indicators (KPIs) and use innovative techniques to enhance the projects.
- Coordinate the operational day-to-day running of the projects, ensuring quality delivery, innovation and supporting staff in any aspect of their work.
- Set project budget alongside Programme Lead and deliver the projects in line with this.
- Ensure all project monitoring and evaluation is captured and evidenced as per BWitC, Premier League and National Lottery expectations, and is used to complete reports and to share the impact of our work.
- Ensure monitoring for projects are up-to-date and support staff with any monitoring requirements.
- 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 BWitC 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 Levels, NVQs or BTEC or equivalent experience within the industry.

Ability and Skills:

- Strong 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 in community development, sport or other appropriate area.
- Experience of coordinating, delivering and evaluating projects, achieving set targets and KPIs.
- Experience of planning, writing and delivering community engagement sessions to a variety of underrepresented groups.
- Experience of working with a broad range of statutory organisations, faith, external agencies, community and voluntary organisations.

Special Attributes

- A passion and enthusiasm for working with and providing positive opportunities for a variety of community and underrepresented groups.
- An understanding of the challenges that local underrepresented groups in Bolton may face.
- Strong interpersonal skills and the ability to build trusting relationships with people from a range of backgrounds.
- 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 wider 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

- A degree in community development, sport or other relevant area.
- Experience of monitoring and evaluation systems; particularly Salesforce.
- Evidence of advanced knowledge relating to engaging underrepresented groups.
- To be able to interpret and analyse data.
- Professional/personal knowledge of the challenges facing underrepresented groups across Bolton, with particular focus on community challenges.



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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 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: 16/04/2024