



in the
community
One Club, One Community, One Town

Job Advert

Social Inclusion Development Officer

Job Title: Social Inclusion Development 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 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 Social Inclusion Development Officer. The purpose of the role is to lead on Bolton Wanderers in the Community's (BWitC) social inclusion pieces of work including Premier League Kicks, Violence Reduction Unit (VRU), Holiday Activities and Food (HAF) and other youth engagement initiatives. This role will be integral to inspiring the young people of Bolton 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 £25,999-29,999 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 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 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: Social Inclusion Development Officer

Responsible to: Programme Lead

Responsible for: PL Kicks Project Officer and VRU Mentor

Budget Responsibilities: All social inclusion project budgets.

Purpose of role: To inspire the young people of Bolton to achieve their potential and improve their wellbeing, working with key local partners collectively together to build stronger, safer and more inclusive communities.

Main duties and responsibilities:

- To lead on the development and implementation of new social inclusion projects and work.
- Ensure social inclusion projects achieve and exceed (where possible) key performance indicators and use innovative techniques to enhance the projects.
- Coordinate the operational running of the VRU and HAF projects, ensuring quality delivery, innovation and supporting staff in any aspect of their work.
- To represent BWitC as the Lead Organisation within the local VRU partnership, chairing partnership meeting and representing the Charity locally, regionally and nationally where required.
- To apply for, organise, deliver and report on the HAF project over Easter, Summer and Winter school holidays.
- Set project budgets alongside Programme Lead and deliver the project in line with this and the PL Kicks delivery plan.
- To work closely with key local partners to achieve the best possible outcomes for young people in Bolton.
- Ensure all project monitoring and evaluation is captured and evidenced as per BWitC and funders expectations and is used to complete reports and to share the impact of our work.
- To effectively line manage the PL Kicks Project Officer and VRU Mentor.
- Ensure monitoring and evaluation for social inclusion projects are up-to-date and to support staff with any monitoring requirements.
- Quality-assure projects across social inclusion to ensure the projects are 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 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 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:

- 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 of coordinating, delivering and evaluating projects, achieving set targets and KPIs.
- Experience of identifying local need and devising and implementing new pieces of work to address this need.
- Experience of line managing staff or as a support in a team leader role.
- Experience of coordinating multiple projects at a time, effectively planning and prioritising pieces of work.
- Experience of working with a broad range of statutory organisations, external agencies, community and voluntary organisations.
- Experience of managing own time to allow for busy and quiet periods of delivery.

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.
- 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.
- 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 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: 16/04/2024