

# Armagh City Football Club



## JOB DESCRIPTION

Job Title:	Programme Coordinator
Reporting to:	Chairman and Management Committee
Location:	Holm Park, Ardmore, Ballinahonemore Road, Armagh
Hours of work:	20 Hours (including evening hours & weekend work)
Duration:	Fixed Term Contract until 29 February 2020 (May be extended subject to funding)
Salary:	£12,493 pa (Based on 20 hours per week)

### ***Post is suitable for self-employed status***

#### **Key purpose of the job:**

To be responsible for the coordination of Armagh City Football Club's We are Football People Project which has received funding from the Armagh City, Banbridge, Craigavon Borough Council's EU Peace IV programme. Armagh City Football Club has a strong record of developing football in partnership with a wide variety of statutory and community / voluntary sector agencies with the aims of promoting a wide range of personal / social benefits including peace building, community relations development, social inclusion & personal development.

It is anticipated that a partnership between the club and participating schools and participants will be formed and the programme will be able to be sustained and continued after this funding has been completed. This is due to the upskilling of young volunteers within the Armagh area via the Young Volunteers and the Employability Programme where the participants become 'Peace Champions' and take the work and knowledge gained back into their local schools and into local communities.

#### **Main duties and responsibilities:**

1. Develop programmes of We are Football People Project in line with the ethos of Armagh City Football Club, project partners and the agreed Armagh City, Banbridge and Craigavon Borough Council's Peace IV funding package.
2. Liaise with local primary and post primary schools to provide the Football For All Shared Education Programme.

3. Recruit appropriate participants for the Young Volunteers Programme and the Employability strands of the We are Football People Project and arrange appropriate leadership, football and community courses to enable them to gain various qualifications.
4. Procure and obtain all external services and supplies required to facilitate the successful implementation of the We are Football People Project, in line with Armagh City, Banbridge and Craigavon Borough Council's procurement guidelines.
5. Arrange an overnight residential for participants of the Young Volunteers Programme to further expand on some of the learning which has been developed.
6. Organise and take coaching sessions (where applicable).
7. Co-ordinate all documentation in respect of the project.
8. Adhere to deadlines and timetables for the development, and implementation of the We are Football People Project.
9. Ensure that all agreed objectives, milestones & targets are met for the project.
10. Oversee appropriate budgets, and implement effective financial procedures and budgetary control.
11. Establish links with external agencies and key stakeholders that will assist in achieving the targets as set out in the Peace IV programme
12. Ensure that the club treasurer has all the necessary paperwork – including invoices/quotations/assessments of quotations and recommendations etc. to submit funding claims to Armagh City, Banbridge and Craigavon Borough Council and any other appropriate body.
13. Maintain risk management procedures.
14. Regularly report project progress to Armagh City, Banbridge and Craigavon Borough Council, Armagh City Football Club Chairman and Management Committee and other appropriate bodies.
15. Implement Armagh City Football Club's statutory responsibilities and procedures in respect to insurance, employment, equal opportunities, child / vulnerable adult protection, data protection, security, health & safety and other appropriate areas.
16. Undertake routine office duties associated with project control.
17. Any other reasonable duties relevant to the programme.

**Note: In the interests of efficient management, the duties described in the above job description will be reviewed periodically and may be subject to modification or amendment after consultation with the post holder.**

## **PERSONNEL SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
1. Education & Qualifications	<p>1.1 A 3rd level qualification in one of the following disciplines (Sports Development, Physical Education, Community Youth Work, Community Planning, Youth Leadership) or have a minimum of three years work experience in one of the above disciplines</p> <p>1.2 UEFA 'B' Part 1 Licence/Irish FA 'C'</p> <p>1.3 Hold certificates of attendance at First Aid and Child Protection /Safeguarding courses</p>	1.4 A post-graduate qualification in a relevant discipline (i.e. Sports Development, Physical Education, Community Youth Work, Community Planning, Youth Leadership).
2. Experience	<p>2.1 Experience of working with volunteers</p> <p>2.2 Experience of working within funded programmes</p>	<p>2.3 Experience of Sports / Football Development</p> <p>2.4 Experience of working with partner organisations to deliver programmes</p>
3. Skills, Knowledge and Competencies	<p>3.1 Excellent communication skills both written and oral form</p> <p>3.2 Excellent organisational skills, including the ability to assess and develop work targets, record keeping, budget maintenance and report writing</p> <p>3.3 Good ICT skills and knowledge of relational databases, including social media platforms and other electronic communication networking skills</p> <p>3.4 A good understanding of the Youth Work, Community and Sports environments within football clubs</p> <p>3.5 Proficiency in all aspects of Microsoft Office</p>	<p>3.6 Highly-organised, efficient and able to prioritise workload to meet deadlines and work on own initiative</p> <p>3.7 Excellent interpersonal and negotiation skills with the ability to relate to people at all levels</p> <p>3.8 Knowledge of funded programmes</p> <p>3.9 Knowledge and understanding of promoting peace and reconciliation between divided communities</p> <p>3.9 Successful delivery of agreed project outputs/KPI's</p>

4. Personal disposition	<p>4.1 Proactive team player with the ability to work on own initiative and handle pressurised/stressful situations.</p> <p>4.2 Flexible and adaptable approach with the ability to work unsociable hours.</p>	
5. Other requirements  (5.4 is post job offer)	<p>5.1 Proof of eligibility to work in the UK.</p> <p>5.2 Have a full, clean driving licence and access to a car for business use to meet the full requirements of the post.</p> <p>5.3 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.</p> <p>5.4 Two satisfactory employment references, one of which must be from the current/most recent employer.</p>	

### **ADDITIONAL INFORMATION**

**Closing date:** The closing date for the receipt of completed application is 5.00pm on Friday 19 July 2019. Completed application forms received after the closing date and time will not be considered.

**Shortlisting:** Only those completed application forms which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that Armagh City Football Club reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

**Offer of employment:** Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

**Reserve list:** A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies that may arise within 12 months of the completion of the recruitment exercise.

***Armagh City Football Club is an equal opportunities employer and welcomes applications from all sections of the community.***

**This project has been supported by the EU's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB)**