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| **JOB DESCRIPTION** |

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| Job Title | Future Generation Coordinator |
| Department  | Shrewsbury Town in the Community |
| Location  | Community Hub and Surrounding areas |
| Accountable To | NCS and Health Inclusion Manager  |
| Criminal Record Check Required | Yes | Level of Check | Enhanced |
| Financial Responsibility  | Budget Holder | No | Level of Authorisation | N/A |

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| **ROLE** |

To lead on our new Future Generations project, which is focusing on supporting children and young people in care and those getting ready to leave the care system. The programme will help young people in care to learn new skills and gain confidence and resilience required to reach their full potential.

To recruit and retain a set target of young people.

To plan, organize and deliver the residentials and prepare the groundwork for final social action projects.

To lead all aspects of the project with a small team including all administration. Suitable candidates may also lead on community-based coaching projects.

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| **HOURS OF WORK** |

* Flexible between the hours of 8:00am – 8:00pm Monday to Friday with core hours between 10:00 and 4:00pm.
* Flexibility is essential as some weekends and evening work may be essential.

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| **PRINCIPAL RESPONSIBILITIES** |

* Plan and deliver the Future generations project including residential, Social Action Projects and other related activities
* To develop a ‘drop in’ facility for children in Care and those leaving the care system, including weekly, informal sessions that young people can access as and when they need additional support.
* To monitor and evaluate all activity on the programme, including reporting to Children In Need funding partner.
* To create strategic partnerships with key organisations within Shropshire and assist the delivery of the programme
* To be a source of expert advice regarding youth engagement, particularly in relation to children in care, acting as role model and mentor in youth engagement and delivery activities
* To promote Shrewsbury Town FC and Shrewsbury Town in the Community at all times and enhances the club’s community cohesion work
* To ensure that the optimum resources are procured to deliver the programmes to the highest standard
* To promote the work of the organisation and ensure positive media is achieved through internal and external mediums – locally, regionally and nationally where applicable
* To prospect, identify and follow up on engagement leads, effectively planning and arranging visits and talks accordingly by managing one’s own resource needs, establishing the expectations of the venue and ensuring up to date knowledge of the offer in order to maximise the number of participants
* To maintain a schedule of opportunities and bookings, effectively planning use of one’s time and travel as efficiently as possible
* To attend relevant training, ensuring adherence to best practice guidelines and quality processes and procedures
* All employees may be required to undertake any other duties as may be requested

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| **PERSONAL SPECIFICATION**  |
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| **Person Specification** | **Essential** | **Desirable** |
| An adept communicator with the ability to persuade, influence and listen to others | \* |  |
| Displaying strong motivational, customer service and organisational skills | \* |  |
| In possession of demonstrable lateral thinking skills |  | \* |
| Enthusiastic, reliable and flexible team player with high expectations of self and others | \* |  |
| Interested in working with young people and supporting their long term development | \* |  |
| Flexible to work outside core hours, including evenings and weekends and overnight stays during residential periods | \* |  |
| Satisfactory Employment/Disclosure check, commensurate to job role | \* |  |
| Full Driving License | \* |  |

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| **Our Core Values** |

We are looking for you to show these work-based core values which are integral to our workforce culture.

**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.

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| **General Information**  |

The Employee must at all times carry out his/her responsibilities with due regard to Shrewsbury Town in the Community’s policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or attending the company’s premises. The Employee must report any misconduct or suspected misconduct to the Designated Safeguarding Officer.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of Shrewsbury Town in the Community.

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| **JOB DESCRIPTION AGREEMENT** |

I have read, understood and accept that this job description accurately describes my role, responsibilities and competency requirements.

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| Employee’sSignature: |  | Date: |  |
| Employee’s Name: |  |

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| Head of Community’s Signature: |  | Date: |  |
| Employees’ Name:  |  |

Reviewed and Approved

May 2019