



Job Title: Disability & Inclusion Officer

Responsible to: Head of Community Projects

Hours p/wk: Full time 37.5 hours per week (including evening and weekends)

Salary: £22,350- £24,000 per annum depending upon qualifications and experience.

Pompey in the Community is seeking to appoint a Disability & Youth Inclusion Officer to lead on the planning and the delivery of our SEND youth provision in across Portsmouth. We're looking for an enthusiastic, charismatic and dedicated individual with a passion to support those with additional needs to unlock their potential through our existing and future provision across inclusion, life skills and education. The candidate will use the brand of Portsmouth Football Club to inspire young people through delivery, whilst carrying out all coordination duties. You will be required to work outside of normal office hours, at evenings, weekends and Bank Holidays. The role will also include working home Portsmouth FC match days, as required.

Duties and Responsibilities

The post holder will be responsible and accountable for:

- Coordinate the delivery and monitoring and evaluation of our new 'life skills'-based project for Adults & Year 11 & 12 SEND students.
- To lead delivery of our weekly Bluesability Hub supporting those in the local community living with a disability.
- Assist the volunteer workforce supporting our Pompey Pedals provision.
- Support all SEND and youth inclusion provision delivered by PITC across all age groups and barriers.
- To lead and coordinate all SEND teams and their fixtures in the local disability league.
- Help identify future funding streams to support SEND delivery.
- Liaise with Senior Staff to monitor delivery against targets and ensure that targets are achieved.
- Support to plan, organise and deliver any other PITC & PFC events/programmes.
- Assist with delivery of PFC match day fan zone activities across all home fixtures.
- Adhering to PITC's Safeguarding Children, Health & Safety, and Equal Opportunities and all other policies always.
- Ensuring that your DBS check, Safeguarding Children, First Aid and any coaching certificates are kept up to date.
- Willing to contribute to your own Professional Development by attending organised courses and finding your own courses where appropriate.



PERSON SPECIFICATION DESCRIPTION

Qualifications:

Essential

Maths & English GCSE or equivalent

Current Safeguarding certificate (or willingness to update ASAP)

Current First Aid certificate (or willingness to update ASAP)

Full UK Driving License Car owner and willingness to use own vehicle for work

FA Introduction to Coaching/FA Level One Coaching

Desirable

Relevant Teaching Qualification (PTTLS/CTTLS/QTS/QTLS)

Football or sports coaching Level 2 or above

Food Hygiene Level 2 Award (or above)

Level 2 Mentoring certificate or **prepared to undertake this training.**

Current FA Coaching licence (or willingness to undergo necessary CPD)

FA Coaching Disabled Players Award

Relevant Degree

Experience:

Experience of working in the education system in a paid or voluntary capacity.

Examples of self-motivation and the ability to work on own initiative.

Experience of working with young people across all forms of SEND.

Excellent communication skills including written, telephone and interpersonal skills.

Proven planning and organisational skills.

Knowledge of social action and previous experience of support social action projects

Attitude to always strive to overachieve and continuously develop the programme and organisation. Excellent attention to detail. Commitment to undergo regular CPD.

Competent with the use of IT and IT based systems.

Desirable

Experience of delivering learning programmes that engage secondary school pupils in a paid or voluntary capacity.

Experience of writing reports and coordinating a monitoring and evaluation system.

Experience of delivering food/kitchen-based workshops to learning participants.

Developing schemes of work, lesson plans and accompanying resources



POMPEY IN THE COMMUNITY

Behaviour/conflict training
Experience of collaborative teamwork

Other Duties:

To comply with the requirements of the staff handbook.

To always represent Pompey in the Community and Portsmouth Community Football Club in a professional manner, regarding to uniform, presentation, personal hygiene, attitude, conduct and professionalism. To be able to work flexible hours where the role of the job requires including evenings, weekends and home match days.

Benefits of the job

Pompey in the Community is Portsmouth Football Club's affiliated charity and as such you will be working for a high profile organisation with the city. The organisation, alongside the club, have huge ambitions to really embed themselves in the local community. As a result it's a really exciting time to join Pompey, one of football's most iconic clubs.

How to apply:

Please send cover letter explaining why you would like this role along with your CV to HR@pompeyitc.org.uk quoting "Disability & Youth Inclusion Officer" in the subject heading. Application Deadline: 09/07/2024 however this will close earlier should an appropriate candidate apply before the deadline.

Please note that all roles will be subject to satisfactory references and enhanced DBS check