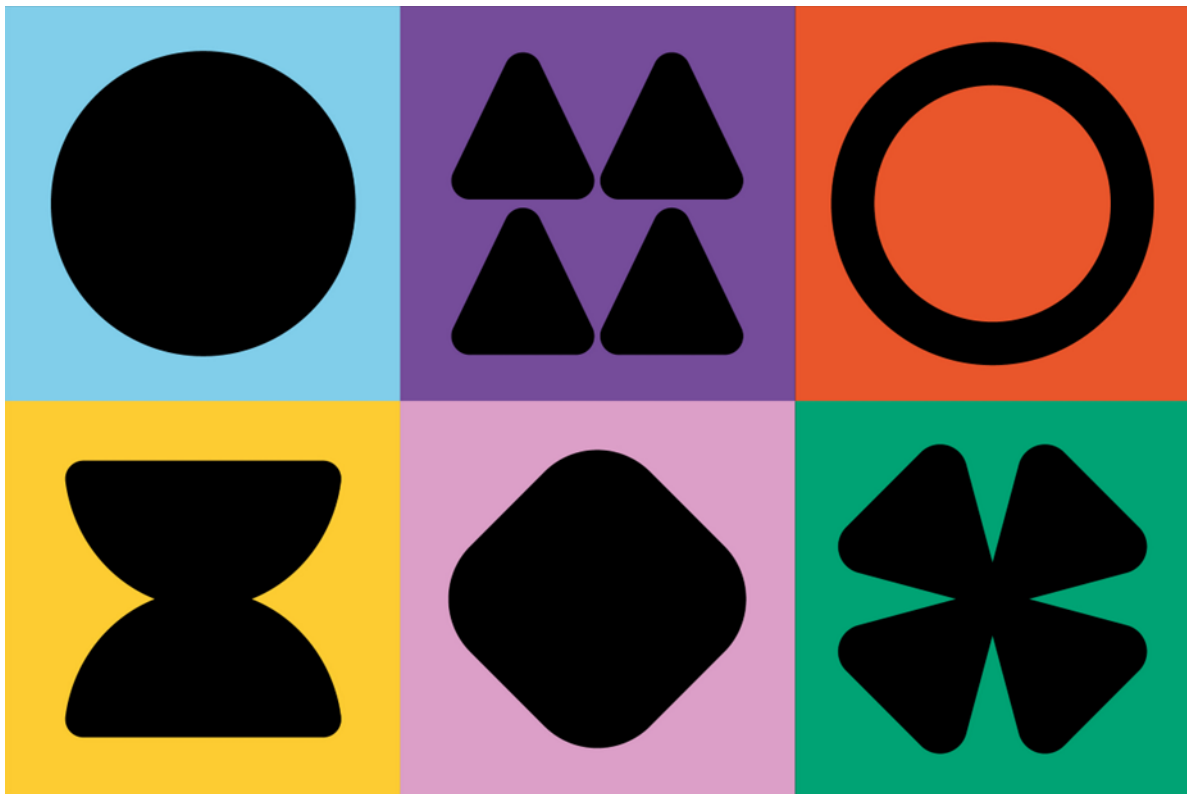




Trafford Community Coordinator - Changing Places, Manchester

July 2024



1. Role summary

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| Job title | Trafford Community Coordinator |
| Reporting to | Programme Leader |
| Salary | £14,000 - £15,500 part time (0.6 PTE) Hours - 22.5 hours per week (£23,500 - £25,800 FTE) The post holder will often be expected to work evenings and weekends in support of community clubs, with time being taken back during the working week. |
| Contract | Permanent |
| Location | Hybrid working. Minimum 1 day in Access Sport's Manchester office (Manchester Institute of Health and Performance MHIP, 299 Alan Turing Way, Openshaw, Manchester, M11 3BS). |

2. About Access Sport

Access Sport is a national charity with a vision that no one should be excluded from the transformational benefits of community sport. We are on a mission to make inclusion the norm in community sport by tackling the access barriers faced by disadvantaged and disabled young people.

We do this by training, equipping, and supporting community sports clubs, organisations, and volunteers to provide inclusive programmes, unleashing their potential to transform the lives of underserved young people in their local communities.

This work is either place based, Changing Places, or sport focused, Changing Sports. All the clubs we support are invited to join our Inclusive Club Network. We then use the expertise gained through this work to effect System Change.

In 2023/24 Access Sport engaged over 20,000 disadvantaged and disabled young people, with a strong representation from ethnically diverse communities, girls, and previously inactive young people.

A copy of our 2022-2027 growth strategy, Stand for Inclusion, which provides further details about our work and future development plans can be found [here](#) on our [website](#).

Films showcasing our work can be found on our [YouTube channel](#). These include a recent film [about Access Sport](#), our [multi-sport festival](#) in Bristol and our [20th Anniversary film](#).

3. Role purpose

Summary

Access Sport has an exciting opportunity to appoint a new Community Coordinator to our Changing Places team in Greater Manchester. As part of our partnership with Trafford Council, this team member will be based in Partington and will support delivery of the council's successful Levelling Up Fund Application which will see improvements to Partington Sports Village and Cross Lane Park, increasing the number of opportunities for residents to move more, every day. In addition to this, the new team member will work in other key priority areas across the borough.

The Community Coordinator role will focus on training, equipping and supporting community sports clubs, organisations, and volunteers to provide inclusive programmes in Partington and across Trafford, unleashing their potential to transform the lives of underserved young people in their local communities. This will include developing new activities and enhancing existing sports provisions, such as local community clubs and the Holiday Activities and Food (HAF) programme, to ensure sport is accessible to all children and young people in Partington and Trafford.

The role will include multi-sport delivery, coordination, and planning of key events within the borough, as well as developing community outreach offers, aligned to the refurbishment of sites and facilities within Partington Sports Village. This will include a focus on delivering training

opportunities in Partington with the aim of growing the number of residents involved in volunteering and coaching sport and physical activity.

Responsibilities

Delivery

- Support the development, growth and sustainability of community clubs and groups in Partington – helping them to enhance their offer in order to engage more children and young people.
- Carry out regular visits to clubs (during evenings and weekends when required) to build relationships and better understand their needs and aspirations.
- Support the delivery of outreach sessions, events and young leader's courses across the borough, with a particular focus on Partington.
- Assist community organisations in Partington, including local schools, disability organisations and youth clubs, to build local partnerships and sustainable sport and physical activity provision, .
- Help community clubs recruit, train, retain and reward volunteers.
- Support young people into coaching and volunteering opportunities.

Project management

- Work alongside the Programme Leader to support the planning, delivery and administration of the work.
- Support the management of the Holiday Activities and Food Programme (HAF) across the borough. This will include conducting quality assurance, data collection, application review and supporting delivery.
- Work with our partners at Trafford Metropolitan Borough Council to champion inclusive sport and physical activity within Partington and Trafford borough.

- Organise and coordinate outreach/events to bring together schools and communities to celebrate inclusive sport and physical activity.
- Utilise digital tools and social media to share updates on project developments.

Monitoring, evaluation and communications

- Assist with the monitoring and evaluation requirements for the Partington Levelling Up Fund Programme and Trafford Moving, using online monitoring platforms such as Upshot.
- Ensure prompt collection of registers from clubs and volunteers using our in-house surveys.
- Contribute to internal reporting requirements such as creating case studies, films and news stories for website/social media.

4. Person specification

Skills/ Experience

Essential

- Experience in developing community sports clubs, preferably within deprived communities.
- Experience coaching and/or volunteering with local community sports clubs, schools or community settings.
- A passion for empowering and inspiring underserved groups to reach their full potential through sport.
- A willingness to be proactive in undertaking continuous personal development.
- Understanding of the importance of safeguarding.

Desirable

- Lived experience of one or more of the underserved communities of young people that we support i.e., D/deaf, disabled, neurodivergent, women and girls, ethnically diverse communities and from low-socio economic backgrounds.
- Level 2 Coaching, Youth Work or equivalent qualifications. Access Sport can support the post holder to achieve these qualifications.
- Experience working in the sport and physical activity sector.
- An understanding of the sport and physical activity landscape in Partington, Trafford and Greater Manchester.
- Qualifications in first aid, child safeguarding and supporting mental health.

Personal attributes

- A personal commitment to Access Sport’s vision and values.
- A passion for empowering underrepresented children and young people to reach their full potential through sport.
- A strong team player with good inter-personal skills.
- Enthusiasm, energy and willingness to meet challenging demands and work to deadlines.
- The ability to communicate with a diverse audience.

In addition:

- The post holder must have the right to work in the UK.
- The post holder must be able to travel within the UK, with regular travel in/surrounding areas of Greater Manchester.
- The post holder may be expected to stay away for work purposes from time to time.

Flexibility

In order to work effectively in a changing environment, flexibility is required from the post-holder. Any other tasks that may be requested will be at the same level of responsibility and terms and conditions of employment. The role will require some travel for training delivery and to different Access Sport offices, as well as occasional unsocial hours including evenings and weekends in accordance with the demands of clubs and workshops.

Equal opportunities

We welcome and encourage applications from people of all backgrounds. Access Sport is committed to creating an inclusive culture, through fostering a diverse workforce where everyone feels like they belong, differences are valued, and everyone can reach their potential. We are actively seeking to diversify and create a workplace that is welcoming for all, ensuring that our workforce is representative of wider society and the communities we support. If you need any adjustments to the recruitment process, at either application or interview stage, please contact us (details in section 6).

We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme (GIS). If you wish to apply under our GIS, please indicate this in your cover email. For more information, please visit our [Join the Team](#) page.

Background checks

As this role may, at times, involve working in a regulated environment with young people, any offer will be conditional to satisfactory background checks which includes a criminal record check with the Disclosure and Barring Service and two references.

5. Staff Benefits

Access Sport is an exciting and dynamic place to work. We pride ourselves on being a close-knit and well supported team with a clear

sense of purpose, delivering real impact. Inclusion is at the heart of everything we do.

We are committed to supporting the development of our team members and, should you wish, there are opportunities for team members to get involved in different aspects of the charity, from the delivery of our programmes on the ground, to fundraising, events and advocacy.

Staff benefits include:

- Employee Assistance Programme - Access to a 24/7 confidential helpline, counselling services and online information.
- Annual leave – 28 days annual leave (including 3 days between Christmas and New Year) plus 1 extra day of leave per year of service for the first 5 years. This equates to 33 days annual leave after 5 years of continuous service. Plus, bank holidays.
- Healthy Living and Wellbeing Employer - We welcome staff to embed regular exercise into their daily work lives and have monthly ‘Wellbeing Wednesday’ activities and team away days.
- 24/7 GP service to provide employees with a phone or video appointment at a time and date that suits them.
- 2 personal development/volunteer days per year
- Flexible working and family-friendly - Hybrid and flexible working arrangements which are family-friendly and provide flexibility around caring responsibilities.
- New Mums and Dads, including adoptive parents, can take enhanced maternity and paternity leave.
- Cycle to Work scheme - Cycle to work scheme, saving up to 39% off a new bike and accessories.
- Group Life Assurance for all staff on payroll.
- Pension scheme – employer's pension contribution 5% matching employee's contribution 5%.

6. How to apply

The closing date for applications is 5 pm Tuesday 27 August 2024.

To apply, please complete the application form on the Access Sport website here: [Trafford Community Coordinator Application Form](#)

Once you have submitted your application, please email your CV and Equal Opportunities Monitoring form to Careers@AccessSport.org.uk/join-the-team.

Candidates who have been shortlisted for an interview will be notified by Friday 30 August. Interviews are currently due to take place w/c 2 September.

If you have any questions or would like to have an informal discussion about the role, please email Sue.Wheeler@AccessSport.org.uk or call 020 7993 9883.

Data protection

Access Sport CIO will only process and store your personal information (this means any information that identifies or could identify you) for the purposes of recruitment, after which it will be securely disposed.