



Role Profile

Community Development Officer

Role Reports To: Foundation Operations Manager

Role Purpose: Collectively the Aston Villa Foundation and StreetGames, have a shared commitment to support the underserved communities of Birmingham and those living with them. You will be responsible for the building and supporting a network of local community organisations through training, events and development opportunities.

Main Responsibilities and Accountabilities

- Lead the 'Supporting Our Own', Corporate Social Responsibility programme
- Encourage and facilitate a wide range of social action programmes including volunteering, community advocacy, mentoring to contribute to community regeneration and civic pride
- Develop a strong network of local organisations that are committed to supporting their local community
- Work alongside members of Aston Villa Foundations' and StreetGames' team to mobilise new opportunities in response to the needs of the network and community
- Supporting both individuals and groups in raising their aspirations and attainment through a range of qualifications (including the Holiday Activities and Food programme (HAF)), courses and connecting employment opportunities
- Support local organisations with their ongoing programmes to ensure they are more sustainable and have a bigger impact and wider reach in their community
- Coordinate events to celebrate the work of the community and raise awareness of local needs and agendas
- Be a lead contact for the HAF programme, supporting delivery organisations with the promotion, quality assurance process and monitoring & evaluation of their programmes.
- Through networking events, connect community groups and organisations through collaborative working and sharing of good practice
- Any other reasonable duties and responsibilities which your line manager or another senior staff member at the club asks you to perform.
- Flexibility to work evenings and weekends where required.
- Demonstrate commitment to Safeguarding by adhering to relevant policies, procedures and values relating to safeguarding children and adults at risk
- Support the Club's commitment to equality, diversity and inclusion

Qualifications, Key Skills & Experience

Essential

- Have working in a sport/community development role
- Have an understanding the challenges faced by people from disadvantaged backgrounds and priority neighbourhoods
- The ability to develop strong partnerships with local organisations and support agencies
- Proven experience of planning and coordinating events
- The ability to work collaboratively with a range of partners for common goals
- Excellent communication and interpersonal skills, with the ability to communicate with people at all levels
- Strong interpersonal skills with the ability to network and engage with communities and external partners.
- Excellent organisational skills, with the ability to support a diverse range of organisation and programmes
- Able to use own initiative and work with limited supervision, when working remotely

Desirable

- Experience of quality assurance processes and procedures
- Experience of supporting organisations in identifying their vision for development and how they can help their community
- A relevant qualification in Community Development work e.g Level 2 and 3 Certificate in Community Development
- An understanding of the governments and StreetGames HAF agendas
- Relevant qualification and experience in tutoring 1st4Sport Level 3 Award for Tutors and Assessors in Sport
- Knowledge of the Sport for Development agenda

Disclosure and Barring Service Check Requirement

- This role will be subject to an Enhanced disclosure

Aston Villa Football Club is an inclusive institution that provides a welcoming environment to supporters, the local community, customers, employees, contacts and competitors. We want to ensure that the Club and all its subsidiaries are free from discrimination of any kind, embracing all regardless of age, race, disability, gender reassignment, pregnancy and maternity, sexual orientation, marriage and civil partnership, sex (gender), religion or belief.

Aston Villa Football Club is fully committed to safeguarding children and adults at risk across our Club. As such, we adhere to Safer Recruitment processes and for some roles a satisfactory enhanced disclosure via the Disclosure & Barring Service may be required prior to starting in a role at the Club. For more information, please see [Aston Villa Football Club | The official club website | AVFC - Safeguarding](#)