



Inspiring change within our community

Ewood Park Stadium, Blackburn, Lancashire, BB2 4JF, United Kingdom
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Organisation	Blackburn Rovers Community Trust
Position	Veteran in The Community Officer (2 positions available)
Rate of pay	£10.00 per hour
Location	Blackburn Rovers Community Trust, Ewood Park, BB2 4JF
Type of Contract	Zero hour contract – as and when required
Closing Date	9:00am on Monday 24 th January 2022

Who we are:

Blackburn Rovers Community Trust is one of the leading football club charities in the country, currently generating and reinvesting a record £1.9m annually in our local community, benefitting those who help us to record more than 50,000 engagements each year.

Winners of five major awards in the past year – including the EFL North West Community Club of the Year and Northwest Football Awards Community Club of the Year – our fast-growing organisation currently employs more than 50 full-time staff and a similar number of part-time and casual coaches and community engagement staff, helping us to deliver more than 50 projects in education, health, social inclusion and sports participation, as part of our role as the official charity of Blackburn Rovers FC.

Background to the role:

We are seeking new and motivated individuals to join our friendly and hard-working team, helping us to deliver on an exciting new project working with Veterans who reside in the local community of Blackburn with Darwen and surrounding areas.

This new project has been designed to support Veterans within Blackburn with Darwen through a variety of activities such as a weekly Breakfast Club, day trips, health and fitness sessions, fundraising events, qualifications and much more.

Blackburn Rovers Community Trust (BRCT) is seeking to appoint two enthusiastic, charismatic and experienced Veteran In Community officers to enhance and support the delivery of BRCT's Veterans project through its high-quality delivery of activities within Blackburn with Darwen. The Veteran In Community officers will spend working hours delivering activities/facilitating outreach work to enhance the footfall of Veterans within activities that are designed. The Veteran In Community officers will have responsibility to undertake basic administration and monitoring and evaluation tasks to support the Football Development Manager measure effectiveness, continuously improve and report back to the Community Trust and Armed Forces Covenant Trust.

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Main Purpose of the role is to:

Manage and grow participation with the Rover Veterans Hub, lead on the development of all new activities relating to armed forces across the Trust to support service men and women, Veterans and their families.

Support on capturing feedback and evidence to compile reports for funders and social media officer.

How to apply:

To apply, please email your application form, equal opportunities form and covering letter to recruitment@brfctrust.co.uk. CVs will not be accepted.

FAO: Gary Robinson (CEO)
Blackburn Rovers Community Trust,
Ewood Park,
Blackburn,
BB2 4JF

Interview dates: To be confirmed

Please note that the job will be subject to satisfactory references and enhanced DBS procedures.

Job Description
Blackburn Rovers Community Trust

JOB DESCRIPTION	
1. Job Title	Veteran in Community Officer (2 positions available)
Rate of pay	£10 per hour
Hours of Work	As and when required
Location	Blackburn Rovers Community Trust, Ewood Park, BB2 4JF You may be required to undertake travel as necessary to fulfil your job requirements and to the satisfaction of BRCT.
Responsible To	Football Development Manager, the BRCT Executive Management Team and the BRCT Senior Management Team
Responsible For	Rovers Veterans Hub
Contractual Status	Zero hour contract

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2. Overall purpose of the Job	<p>Manage and grow participation with the Rover Veterans Hub, lead on the development of all new activities relating to armed forces across the Trust to support service men and women, Veterans and their families.</p> <p>Support on capturing feedback and evidence to compile reports for funders and social media officer.</p>	
3. Duties and Responsibilities	<ul style="list-style-type: none"> • Continue to develop and grow Rovers weekly breakfast club • Create a weekly Health and Wellbeing session (E.g could incorporate into breakfast club) • Organise a yearly fundraising event for all armed forces personnel. • Work with the Football Development Manger to organise Armed Forces match day, working with local service men, women and veterans to ensure they are represented on remembrance Sunday. • Organise trips and visits out in the local community and beyond • Link to other projects to offer extra activities for all Veterans • Provide one to one support for those who need it and refer into other local and national services. • Ensure all Armed Forces Projects are correctly monitored and evaluated. 	
4. General	<p>To at all times represent Blackburn Rovers Football Club and Blackburn Rovers Community Trust in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.</p>	
5. Person Specification		
Demonstrable Experience	Essential	Desirable
	<p>Experience supporting or developing a programme of activities.</p> <p>Experience of managing people and working with groups of Adults</p>	<p>Previously served in HM Armed Forces – highly desirable for the purpose of the scheme</p> <p>Experience of working with a charity and/or a professional football club community scheme and/or a community setting.</p> <p>Managing a facility</p> <p>Experience managing or supporting the management of</p>

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		grant funding across different sectors.
Knowledge	<p>Understanding of local geographical demographics</p> <p>Understanding of Armed Forces network and issues faced</p> <p>Knowledge and understanding of Safeguarding</p> <p>Ability to work in towards all Trust policies</p>	<p>Promoting the brand of a professional football club to the local community.</p> <p>An in-depth knowledge of sport, including un-traditional activities to target a wide range of young people.</p>
Skills	<p>Must have relevant experience of working with Veterans and families</p> <p>Must have a 'can do' attitude.</p> <p>Must be proactive.</p> <p>Strong interpersonal skills with the ability to communicate effectively both orally and in writing.</p> <p>Experience working with multi-agencies to support delivery</p> <p>To have a pleasant and approachable demeanour.</p> <p>The ability to work with the minimum of supervision.</p> <p>Ability to adhere to and maintain effective relationships with young people, parents, carers and other colleagues within appropriate professional boundaries</p> <p>Positive and self-driven, able to work independently and as</p>	<p>Strong IT skills including MS Word, Excel and PowerPoint.</p> <p>A track record of working with disabled young people.</p> <p>Previous project management experience.</p> <p>Experience of promoting and recruiting participants onto programmes/activities</p> <p>Working within a professional football club environment.</p> <p>Experience of recruiting and working with volunteers.</p> <p>Practical experience of managing information operating systems including monitoring, evaluation and quality assurance frameworks.</p> <p>A second language which is prominent within our local area.</p>

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	<p>part of a team demonstrating a willingness and ability to perform all functions required of team members.</p> <p>Excellent people skills with the ability to motivate and inspire individuals and organisations.</p> <p>Maintain a level of flexibility and adaptability in a fast paced environment.</p> <p>Highly organised with the ability to prioritise.</p> <p>A creative thinker with the ability to see new opportunities.</p> <p>A confident and conscientious approach to work.</p> <p>Ability to work flexible hours to meet the needs of children (evenings, weekends, residential)</p> <p>Ability to operate within professional boundaries when developing and maintaining relationships with young people and the wider community</p> <p>A working understanding of equality and diversity with the ability to challenge discriminatory behaviour</p>	
<p>Qualifications</p>	<p>Minimum of five GCSEs including English and Maths at a Grade C or above or equivalent.</p> <p>Be first aid trained (Basic)</p>	<p>Ability to drive a minibus (D1 licence)</p> <p>Health & Safety</p>

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Please note:

The person appointed to this post will, from day-to-day, have contact with children and vulnerable adults, many of whom are under eleven years of age, and a number of whom may have moderate learning difficulties and/or disabilities. Therefore, the post holder will require an enhanced Disclosure Barring Service check.

Safeguarding Recruitment:

Blackburn Rovers Community Trust and Blackburn Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK. The successful applicant can also expect to have their personal information entered on to a Single Central Record and/or the FA's Whole Game system, which will be shared with key football and other sports governing bodies and organisations where applicable.

Equality & Diversity:

As we are a diverse community trust that respects differences in race, disability, gender, gender identity, sexual orientation, faith, background or personal circumstance we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. BRCT is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

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