

JOB DESCRIPTION

Job title:	Social Inclusion Manager	Reporting to:	Head of Community Welfare and Inclusion
Location:	Various locations across Burnley and Pendle		

Job Summary:

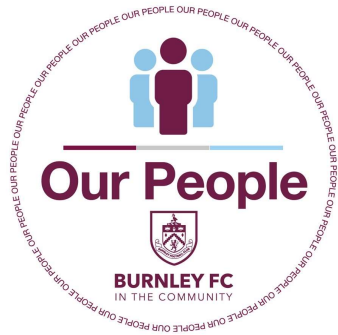
To manage our diverse Social Inclusion offers across Burnley and Pendle.

The Social Inclusion Manager will be integral to the successful delivery and continued growth of the Community Welfare and Inclusion department at Burnley FC in the Community. This is an exciting and unique opportunity to join a passionate and dynamic team at an award winning Charity. In this role, you will use the influence of Sport and Football to deliver positive change in the lives of under-represented and vulnerable groups within the local community.

The successful candidate will be responsible for the day-to-day coordination and development of a number of programmes including Clarets Welcome, DIVERT and our Targeted Youth Crime Reduction offers, leading a dedicated team and supporting the wider Burnley FC in the Community team to deliver a number of programmes. The post holder will work closely with leads of our department, including our Health and Wellbeing Coordinator and Premier League Kicks Manager, to seek further opportunities for the department and maintain key stakeholder relationships.

Roles and Responsibilities:

- To oversee a number of existing programmes in the Community Welfare and Inclusion department, including Clarets Welcome, Divert and It's Your Turf;
- To proactively develop links and partnerships with local organisations and diverse groups with a view to working collaboratively and collectively.
- Working closely with the Head of Community Welfare and Inclusion and key statutory and charity organisations in the Burnley and Pendle area to identify individual and network beneficiaries.
- To adhere to programme of funding standards, monitor and communicate progress to the relevant parties
- To work closely with Lancashire Police and other key stakeholders to target areas and promote the community offers.
- To represent Burnley FC in the Community on multi-agency meetings and panels;
- Assist the Senior Management Team to secure external funding through a range of sources, including writing funding applications to other charities and agencies;
- To line manage staff working on inclusion programmes including conducting appraisals, return to work and welfare and wider people management responsibilities
- To manage relationships with key strategic partners and stakeholders across East Lancashire and Nationally;
- To work with the Head of Community Welfare and Inclusion to support the budget for all Social Inclusion programmes, ensuring spend is correctly planned;
- Promote Burnley FC in the Community in community settings across Burnley, Pendle and East Lancashire to ensure a diverse range of participants attend programmes, and the projects achieve their Key Performance Indicators;
- To liaise with the marketing department to ensure programmes are promoted accordingly through varied methodologies.
- Consider equality, diversity and inclusion in all activities linked to Social Inclusion and programmes with a particular focus around female participation, LGBTQ young people, disability, and engaging with ethnically diverse communities;
- Actively promote safeguarding within all programmes and have a clear understanding of the principles of safeguarding;
- Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures put in place;



- To work closely with the Head of Community Welfare and Inclusion and other Managers and Co-ordinators in the department to seek new opportunities for programmes and offers;
- To understand and implement the Charity’s Safeguarding policy, procedures, and best practice guidelines in your role. To use this understanding to ensure safe working practices, appropriate reporting of concerns and contribute positively to a safe environment.
- To be able to work flexible hours where the role of the job requires.
To work towards agreed objectives.
- Comply with all Charity policies.
- Promote the Burnley FC in the Community brand and ethos in a professional, strong, and positive manner.
- Work alongside other team members to support in other areas of the organisation as and when required to promote best practice.
- Hold a commitment to equality and diversity in the workplace.
- Willingness to attend training courses to enhance own professional development including Safeguarding and Equality and Diversity.
- Always demonstrate the Charity’s values.

This job description is issued as a guideline to assist you in your duties and is not exhaustive. You may, on occasions, be required to undertake additional or other duties within the context of this job description.

PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Minimum of 2 years’ experience working within Community Development or similar role. • Appropriate degree/diploma in Community Development, Sports Development or associated subject, however exceptions will be made for candidates demonstrating a high level of experience. 	<ul style="list-style-type: none"> • Relevant sport qualification(s). • Possession of or a willingness to work towards a recognised Management Qualification. • Background in Crime Reduction work.
EXPERIENCE & SKILLS	<ul style="list-style-type: none"> • Previous experience in a similar role. • Experience of leading and developing staff. • Experience of multiple project management. • Be able to demonstrate stakeholder relationship management experience • An understanding and passion for improving opportunities for disadvantaged people and under-represented groups or individuals in our communities. 	<ul style="list-style-type: none"> • Budget management experience. • A positive attitude towards professional development and their own learning. • Experience of working with young people.



	<ul style="list-style-type: none"> • Experience of monitoring and evaluation. • Possess excellent IT skills. • Experience and knowledge of social inclusion, community and youth engagement and/or equality, diversity and inclusion related to sport and/or charity/community sector. • Demonstrate Knowledge and a clear understanding of safeguarding principles and procedures. • Demonstrate excellent verbal and written communication skills. 	
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Excellent organisation, time management prioritisation skills. • Outstanding interpersonal skills with the ability to inspire others. • Good judgement and knowing when to seek advice or support. • Ability to work within a team and foster good working relationships. • A friendly, positive 'can do' and courteous attitude. • Enthusiasm, energy, and resilience. • A commitment to the aims, vision, and values of Burnley FC in the Community. • Highly motivated, determined, and conscientious. • Meticulous standards. • Displays no prejudice when working with others. • Willingness to have a full DBS check. • A passion for the community and making a difference. 	