



SOUTHAMPTON FOOTBALL CLUB JOB DESCRIPTION



Job Title	Saints Community Champion – Cantell School			
Department	Saints Foundation			
Banding	BAND 2			
Location	Cantell School/St Mary's Stadium			
Accountable To	Enterprise & Schools Senior Project Officer			
Accountable For	Saints Foundation Casual Staff			
Criminal Record Check Required	Yes	Level of Check	Enhanced (children's barred list)	
Financial Responsibility	<i>Budget Holder</i>	No	<i>Authorisation Level</i>	£0

ROLE PURPOSE

To be the central point of contact for the Saints Foundation within Cantell School, coordinating all community and educational projects and staff under the Community Champions remit. Ensuring the core values of the Saints Foundation are fully embedded within School life, raising the aspirations of pupils and liaising with teachers and parents to promote the resilience of young people aged 10-16 years old.

Creating key partnerships with other young people's services to ensure every child has the relevant help to cater for their individual needs. Working closely with the Saints Foundation Project Officers to ensure a detailed monitoring and evaluation programme is implemented to the requirements of the funding partners.

DUTIES & RESPONSIBILITIES

- Working closely with staff at Cantell School to coordinate the delivery of all Community Champions projects, in line with the requirements set out by funding providers.
- Deliver a range of sports and diversionary activities within the Community and Academic timetables, leading on a variety of leadership programmes, including provision outside of term time.
- Deliver a number of schemes of work for the personal development of pupils and families at Cantell School, including the development of a Youth Forum, peer mentoring and family engagement.
- To act as a mentor for young people providing support, and signposting to advice and guidance services to any pupil in need of further support.
- Promote the core values of Southampton's young people services and liaise with the key partners involved in the Southampton City Council's delivery forum to ensure that young people have a clear understanding of the emotional health and wellbeing services on offer throughout the City.
- Lead on the monitoring and evaluation for all Community Champion projects at Cantell School in accordance with the needs of each funder, including liaison with the Premier League Charitable Fund as a 'Views' user.
- Ensure success stories are captured through working with Saints Foundation/Southampton FC

media staff.

- Ensure all monitoring data is kept up to date to support the Enterprise & Schools Senior Project Officer to complete monitoring reports to be submitted at 6 month intervals, or as and when required either internally or in accordance with the needs of each funder.
- Ensure all projects adopt best practice and adhere to the policy and procedures of the Saints Foundation.
- Represent the Saints Foundation, Southampton FC, and our funding partners professionally at all times.
- Ensure the relationship with Young People and vulnerable adults is appropriate and language, behaviour and demeanour is suitable. The Company will expect you to undertake training to ensure an understanding of best practice in relation to Young People and/or Vulnerable Adults.
- You will be responsible for the welfare of Young People in your care and should not leave them in the care of others.
- A criminal disclosure and identity check will be carried out.
- Ad hoc duties as requested by Management.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<p>Educated to degree level or have a minimum of 2 years' experience in the industry sector, working with young people aged 10-16 years old.</p> <p>A knowledge of M&E programmes relevant to the industry sector.</p> <p>Ability to build a strong rapport with colleagues and pupils with varying needs. Extending partnerships with a multitude of external agencies to create pathways and to add value to the Community Champions programme.</p>	<p>Knowledge of the Saints Foundation.</p> <p>Knowledge of local demographic and social needs.</p> <p>Experience of coordinating Casual Staff and volunteers</p>
Qualifications (incl. certifications)		FA coaching qualification.
Skills	<p>A strong knowledge of community engagement programmes specifically tailored to the provision of Emotional Health & Wellbeing for young people.</p> <p>Ability to manage own timetable</p>	<p>Ability to engage with hard to reach groups.</p> <p>Have a good understanding of the key Youth Services in Southampton and be able to signpost service users</p>

	<p>and work flexible hours, including evenings and School holidays.</p> <p>Good communication and organisational skills.</p> <p>Confident and outgoing personality.</p> <p>Positive Attitude.</p>	accordingly.
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THE SOUTHAMPTON WAY

We are looking for you to show these work based behaviours which match the attributes within the Southampton Way values which are integral to our working culture.

RESPECT & UNITY

- Is willing to listen to others and demonstrate an understanding of others opinions and/or views.
- Works well in teams and shows the willingness to cooperate and contribute in group discussions.
- Open to learning and developing, themselves and others. Shows confidence in seeking advice and support.

CREATIVITY

- Shows ability to be proactive in understanding tasks and projects that are given by checking assumptions, looking for evidence and sharing information with relevant stakeholders.
- Is willing to demonstrate creativity through the identification and communication of ideas which offer solutions to problems that address specific tasks.
- Can demonstrate a willingness to explore new or alternative ideas. Shows initiative during any task to utilise problem solving skills and consider alternative options.

ACCOUNTABILITY

- Good communication skills both verbal and written, taking the initiative to understand their stakeholders expectations in order to meet them.
- Is clear and concise when suggesting and describing own ideas or opinions with an ability to influence others.
- Willing to speak up and promote own ideas to build confidence in their own views for themselves and for others. Finds solutions to obstacles.

ASPIRATION

- Responds to plans and tasks proactively in order to get things down without delay. Ability to plan effectively and deliver expectations.
- Shows ability to take full responsibility and initiative to deliver as promised to the highest standard.
- Willing to accept constructive feedback to continuously improve performance for themselves and others.

GENERAL INFORMATION

The Employee must at all times carry out his/her responsibilities with due regard to the Southampton Football Club policies and procedures in particular Health & Safety, Financial Authorisation, Confidentiality and with regard to the Data Protection Act.

The Employee must act to protect all young people and vulnerable adults that are in their care or

attending the Company's premises. The Employee must report any misconduct or suspected misconduct to the Safeguarding Manager.

The Employee must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relations amongst Employees and customers.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Club.

JOB DESCRIPTION AGREEMENT

Employee's Signature:		Date:	
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Line Managers Signature:		Date:	
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