



DARLINGTON FC FOUNDATION

JOB DESCRIPTION

Job Title:	Foundation Assistant	Contract Status:	Fixed Term until July 2023
Hours of work:	Part Time: 12 Hours Tuesday: 7 Hours and 5 other	Salary:	21k-24k (pro-rata)
Location:	Work from home	Reporting to:	DFC Foundation Manager

Job Summary:

Developing and delivering projects associated with healthy lifestyles, mental and emotional health and wellbeing in Darlington and the surrounding region.

Roles and Responsibilities:

- Develop and deliver on a range of programmes and projects in line with the plan of the Foundation Manager
- To be responsible for working within the budget set by the Foundation Manager
- Deliver relevant reports to the Foundation Manager and meet project objectives
- Deliver a growing programme of activities that involve individuals of all age and fitness levels
- Seek new opportunities to ensure engagement with the community
- Have an understanding of health needs within the community
- Work with and build relationships with other relevant agencies to ensure a coordinated approach to delivery of services
- To be accountable for achieving agreed outcomes, impact and targets
- Manage a small team
- To attend networking events, workings and training sessions as appropriate
- To understand and implement the Charity's Safeguarding policy, procedures and best practices.
- To agree flexible hours where the role of the job requires
- To work towards KPI (key performance indicators)
- Comply with all Charity policies
- Promote the Darlington FC Foundation brand and ethos in a professional manner
- Hold a commitment to equality and diversity in the workplace
- Willingness to attend training courses
- To aid the Foundation Manager with admin tasks where appropriate including processing DBS checks on all volunteers and staff
- This job description is a guideline and you may be asked to assist in other duties in line with the Charity's objectives where appropriate



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PERSON SPECIFICATION		
CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none">• Full Clean Driving Licence with access to own transport	<ul style="list-style-type: none">• An FA Coaching Qualification
EXPERIENCE AND SKILLS	<ul style="list-style-type: none">• Understanding of Darlington• Understanding of health and wellbeing government issues• A track record of working with vulnerable people and/or children and young people• Effective communicator with local stakeholders• Good IT skills• Time management	<ul style="list-style-type: none">• Experience of project development• Knowledge of Health and Safety• Experience of producing reports• Ability to lead• Knowledge of safeguarding
PERSONAL QUALITIES	<ul style="list-style-type: none">• A passion for community• A passion for health and wellbeing• Highly motivated• A commitment to DFCF values• Good judgement• Enthusiastic	<ul style="list-style-type: none">• A positive attitude towards professional development

To apply send a CV and Cover Letter explaining why you would be a good candidate for the role to barry.thompson@darlingtonfcfoundation.org.uk

Deadline for applications: **9am Friday 16th Sept 2022**

Enquiries: barry.thompson@darlingtonfcfoundation.org.uk