**Job Description**

**Job Title:** AFC Wimbledon Foundation Community Development Manager

**Reporting to:** AFC Wimbledon Foundation Director Philip Rudling

**Salary:** £28,000 – 30,000 per year

**Hours of work:** 37.5 hrs per week including some evening and weekend working.

**Introduction to AFC Wimbledon Foundation**

**Our Vision:**

* A community where no dream is off limits #clubtogether

**Our Mission:**

* To help our community pursue their dreams by improving their skills, resilience, well-being and confidence

**Our Foundation values:**

* Warm and welcoming
* Treat People Well
* Work co-operatively
* Never Give Up

**AFC Wimbledon Foundation**

AFC Wimbledon Foundation was formed in 2013 after a recognition that the ground-breaking creation, establishment and success of AFC Wimbledon Football Club was built on the energy and effort of its supporters. The football club wanted to pay back this support by providing a series of targeted community-based activities for local people and formed the Foundation to deliver this work.

The Foundation has completed some fantastic project work in the early years of its existence in the Merton, Kingston and Wandsworth areas and is now positioning itself to be at the centre of the exciting new stadium development at Plough Lane opening in October 2020 that will serve its local community.

Over the last 10 weeks during the COVID 19 crisis the Foundation has worked closely with the Dons Local Action Group, a 400 strong volunteer fans based mutual aid group who have delivered 10,000 food packages to the elderly and vulnerable adults and also supplied 250 laptops and tablets to local disadvantaged children. A key part of this role will be to build on the momentum created by this fantastic initiative and work in partnership with this group of supporters to ensure long term support for disadvantaged communities in our area.

The Foundation delivered a very successful four-week pilot summer holiday sports, education and arts programme on the Phipps Bridge Estate, Mitcham in 2019 (see attached report). It’s now our intention to use this as model to roll out a similar model on this and the Hazelhurst Estate, Wandsworth over the summer of 2020, dependent on COVID 19 restrictions, and create a rolling three-year programme of activity to support local people. A central element of this new role will be to lead this programme and investment in local people over the next three years.

**Purpose of the Role:**

The Foundation is looking to recruit an ambitious, passionate and experienced Community Development Manager who will be responsible for managing and developing several social inclusion projects including PL Kicks, London Kicks, Clarion Futures - Upping Your Game and our flagship Active Womble Phipps bridge and Hazlehurst estate projects.

They will be responsible for the delivery of high quality, safe and successful programmes, for developing new streams of funding for projects across Merton, Wandsworth and Kingston and maximising the community use of our facilities at the new Plough Lane Stadium.

**Main Roles and Responsibilities**

1. To manage and lead the social inclusion work of the Foundation across South West London, with a specific focus on disadvantaged neighbourhoods and communities in Merton and Wandsworth and Kingston.
2. Development strong relationships with local, regional and national community partners including EFL Trust, PLCF, Merton / Wandsworth Council, Metropolitan Police, Housing Associations, voluntary sector organisations.
3. Form a strong relationship between the Foundation and the Dons Local Action Group maximising the ability of each organisation to effectively support local communities and represent the football club positively.
4. Manage and deliver existing key Foundation projects to a high standard including PL Kicks, London Kicks and Clarion Futures – Upping Your Game.
5. Lead, deliver and develop our flagship Active Womble Summer Holiday 2020 estate-based projects on Phipps bridge. Mitcham and Hazelhurst, Wandsworth.
6. Develop new project activity and associated funding streams for all elements of community development work linked to social inclusion, health, NCS, education and training themes, with a £50,000 target for new funding in the first 18 months in post.
7. Support the Foundation Director to develop the new Plough Lane Stadium as a community hub with focused activity across social inclusion, health, disability and education strands including traineeships / apprentices.
8. To line manage and support the Community Development staff team including the Female Football Development and Social Inclusion Officer, Community Sports Coaches and casual staff.
9. To work with the Foundation and club press/ media team to publicise and promote all Foundation activity professionally.
10. Setting, reviewing and monitoring team and individual targets and objectives in line with those flowed down by the funding organisation.
11. Management of the programme expenditure and budgets.
12. Be responsible for the safeguarding of all participants and those working on programme and be responsible for incident management
13. Ensure appropriate Risk Assessments are undertaken and be responsible for programme Health and Safety matters
14. Attend regional and national meetings and contribute to best practice sharing across the EFL Trust network.
15. Support the wider work of the Foundation team and complete all additional tasks or activity as requested by the Foundation Director.

**Personal Specification**

**Essential Skills & Experiences:**

1. At least two years project management experience within a community development and sport setting

1. People management experience of leading a multi-disciplined team in a community youth work environment.

1. Successful experience of fund raising and bid writing in the community development and sport sector.
2. A proven track record of managing relationships and partnerships with key agencies and the ability to communicate with people at various levels within organisations.
3. Experience and ability to monitor and evaluate performance in a community sports setting and use online monitoring software such as Substance Views to report progress effectively.
4. An understanding of safeguarding and health and safety in a community development and youth work setting.

1. A proven ability to work to under pressure to tight deadlines.

1. A commitment to supporting young people, and the principles of equality and diversity

1. Self-motivated and the ability to work on own initiative.

1. Excellent presentation and communication skills including written, telephone and interpersonal skills.

1. Proven planning and organisation skills.

1. IT literate with emphasis on Microsoft and Google packages.

**Advantageous:**

1. A knowledge and understanding of EFL Trust / PLCF funded programmes.
2. Experience of working with and motivating young people, particularly 13-21-year olds.
3. Relevant Degree, Youth work or Project Management qualification.
4. Experience and knowledge of Substance / Views or other project management software.
5. An understanding of the issues faced by disadvantaged communities in SW London.
6. Knowledge of community groups and the voluntary sector in SW London.
7. Clean driving licence and minibus driving experience
8. Level 2 Coaching qualification in football or another sport.

**Application process:**

To apply for this post please provide a one-page letter of application and CV stating your experience and the reasons you would be suitable for the post by 5.00pm on Friday 26nd June 2020.

NB - Applications won’t be considered without a covering letter.

Interviews for short listed candidates will be held on the week commencing 29th June 2020, with a start date ideally in mid-July 2020.

Please send completed applications and a CV to Foundation Director Philip Rudling by email to Philip.Rudling@afcwimbledonfoundation.org.uk

For further information contact him by email or phone on 0208 974 5712.

**Job Advert**

**Job Description**

**Job Title:** AFC Wimbledon Foundation Community Development Manager

**Reporting to:** AFC Wimbledon Foundation Director Philip Rudling

**Salary:** £28,000 – 30,000 per year

**Hours of work:** 37.5 hrs per week including some evening and weekend working.

The Foundation is looking to recruit an ambitious, passionate and experienced Community Development Manager who will be responsible for managing and developing several social inclusion projects including PL Kicks, London Kicks, Clarion Futures - Upping Your Game and our flagship Active Womble Phipps bridge and Hazlehurst estate projects.

They will be responsible for the delivery of high quality, safe and successful programmes, for developing new streams of funding for projects across Merton, Wandsworth and Kingston and maximising the community use of our facilities at the new Plough Lane Stadium.

 **Application process:**

To apply for this post please provide a one-page letter of application and CV stating your experience and the reasons you would be suitable for the post by 5.00pm on Mon 22nd June 2020.

Please send completed applications and a CV to Foundation Director Philip Rudling by email to Philip.Rudling@afcwimbledonfoundation.org.uk

For further information contact him by email or phone on 0208 974 5712.