

## Social Inclusion Coordinator

<b>Contract type:</b>	Full time, fixed term two-years
<b>Reports to:</b>	Social Inclusion Manager
<b>Location:</b>	Willie Maddren Centre, Riverside Stadium
<b>Working arrangements:</b>	Flexible hours available, and up to two (2) days working from home may be possible, evening and match day hours required
<b>Salary:</b>	Starting from £24,060
<b>Benefits:</b>	Flexible working arrangements 25-days holiday per annum plus bank holidays Health Shield care plan Priority access to match day tickets

### Overview

Working closely with the Social Inclusion Manager you will coordinate the You've Got This funded, Warm Spaces Support programme and MFC Foundation Dementia Programme. You will be responsible for leading on the management, coordination and delivery of the relevant sessions for both warm spaces and dementia with local beneficiaries, including the coordination of MFC Foundation activities and partner delivery organisation activities. This will include monitoring and reporting against key performance indicators (KPIs) and outcomes and coordinating a team of delivery staff and delivery partners to deliver the programmes and ensure that a high-quality, range of physical activity and other meaningful activity are offered whilst also providing inspiring opportunities and experiences for people within Teesside. In addition, the role will also have occasional front-line delivery responsibility, engaging with local people, leading on the delivery of sessions and educational workshops in the local community.

### Who we are

Middlesbrough Football Club Foundation (MFCF) is the independent charity of Middlesbrough Football Club (MFC), established in 1996 by club Chairperson Steve Gibson. The Foundation uses the power of the MFC brand to engage with the community to provide opportunities for disadvantaged young people and adults to maximise their potential to achieve.

You've Got This is a movement that empowers people to be active in whatever way they can. They want to break down the barriers that prevent people leading active lives to improve well-being in South Tees together. Everyone has a part to play, no matter who we are, where we live or what we do. Their 'whole system approach' targets the public directly through a You've Got This campaign, but also calls on activists, visionaries and influencers like you, who can pledge to do things differently to help our communities.

MFC Foundation and MFC launched our dementia programme in 2021, supporting people living with dementia and their carers to provide them with regular, enriching activities such as monthly dances,





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care home visits and stadium tours. Whilst supporting the club to become a dementia friendly environment.

This is an exciting and unique opportunity to be involved in a growing and passionate team within an award-winning charity. In this role you will use the influence of sport to deliver positive change in the lives and behaviours of under-represented or vulnerable groups and individuals within the local community. You will enhance opportunities for people with pan disabilities or special educational needs and disabilities. You will impact our communities and help create a more inclusive, welcoming and supportive environment for all.

As a Foundation we are committed to safeguarding, welfare and inclusion. Promoting safeguarding and welfare of participants and staff is everyone's responsibility and staff and volunteers are expected to share this commitment. Alongside MFC, we are committed to an equality, diversity and inclusion as highlighted by our RiversideBySide initiative. MFCF is a place where inclusion is a core value and where everyone can be themselves in an environment where they feel safe and included, including being a Disability Confident Leader. We are working to diversify our workforce, particularly by gender and ethnicity.

### **The role**

- Coordinate and manage the delivery of the Warm Spaces Support programme including developing and rolling out a delivery plan to meet local needs with relevant local delivery organisations.
- Coordinate and manage the delivery of the Dementia Programme including overseeing the existing provision in Middlesbrough and East Cleveland, identifying ways to expand the programme and attract further funding.
- Coordinate and manage the delivery of the Thirteen Housing project and relationship
- Build strong relationships with a range of partners including You've Got This, Exchange partners, Thirteen Housing and local dementia partners
- Organising and chair a regular steering group for Warm Spaces.
- Work with the Social Inclusion Manager to identify and support delivery staff to deliver sessions where necessary. Including potential line management of Project Workers and Leads if required
- Support delivery organisations to deliver high quality, locally led physical activity embedding safeguarding, health and safety, inclusion and data and outcomes.
- Deliver the programmes to the highest possible standard, ensuring beneficiaries receive an excellent experience through sport and physical activity sessions and other related activities in line with the MFCF and partner delivery plans
- Manage overall programme budgets, working with the Social Inclusion Manager and Operations Manager to secure grants to develop a sustainable programme.
- Promote an inclusive approach to engagement, providing opportunities for all people who need the support to engage including liaising with the various Foundation equality, diversity and inclusion leads.
- Quality assures the provision/services delivered.



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- To undertake appropriate administrative duties to ensure the smooth running of projects (e.g., collating accurate attendance registers, consent forms, codes of conduct, etc).
- Consult with the Designated Safeguarding Officer to understand, support, apply and promote the complex safeguarding and risk requirements of delivery
- Working with the Data and Impact Coordinator and PR and Media Manager to review and analyse programme performance to ensure delivery is on track and to best communicate the impact of MFC Foundation programmes on participants.
- Demonstrate a strong commitment to inclusive practices, adapting resources and engagements to ensure equal opportunities for all
- Consult with the Health and Safety Officer to understand and support the health and safety needs and risk assessments of delivery
- Promote the vision, mission and core values of MFC Foundation
- Promote change and positively challenge discrimination
- Work with other projects and teams to contribute to a coordinated approach including continuous professional development, quality assurance, training and events.

### Requirements for the role

- Experience of engaging with disadvantaged people, with experience of working within a community setting.
- Ability to form strong and appropriate relationships, demonstrating excellent communication skills.
- Planning and organisational skills to support high quality interventions and activities.
- Experience of planning and delivering sessions in a community environment.
- An understanding and passion for improving the ability, opportunity and dignity of disadvantaged people and under-represented groups or individuals in our communities
- Experience in delivering educational workshops and sports/physical activity provision
- Understanding of social inclusion and the issues facing the Teesside community and have a desire to make a difference to the lives of those people.
- The ability to adapt sessions to the needs of participants and conduct conversations around any support they may wish to receive to take part comfortably in sessions
- An excellent knowledge and understanding of safeguarding including principles, procedures and thresholds. A satisfactory enhanced DBS check will need to be completed
- Experience in project management including budget and people management
- Experience of working in the voluntary, community, education and/or sports sector
- Excellent verbal and written communication skills and an ability to adapt communication methods to best engage within a variety of settings
- An understanding of how to measure impact and work effectively toward KPIs and outcomes
- Commitment to supporting match day's on occasion.

### Essential

- Knowledge and understanding of working with high-need beneficiaries and communities in particular the communities in Teesside



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- Knowledge of local delivery partners, locations and facilities who can support the programme
- A valid driving licence, with access to own transport with business insurance with willingness to travel within Tees Valley and be eligible to work in the UK
- A professional attitude and positive work ethic
- Strong administrative, organisational and IT skills
- Ability to work collaboratively as part of a team and with partners

#### **Desirable**

- Dementia Friendly training or equivalent
- Disability and inclusion qualification and/or experience
- Knowledge of the physical activity and charity sector
- UKCC Level 1 sports coaching qualification
- Emergency First Aid qualification and The FA Safeguarding

#### **How to apply**

This post falls within the scope of 'regulated activity' and is exempt from the Rehabilitation of Offenders Act (1974). Successful applicants will be required to undertake a Disclosure & Barring Service (formerly CRB) check and are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders (Exemptions) Act 1975.

To request an Application form and Equality Monitoring Form please email [recruitment@mfcfoundation.co.uk](mailto:recruitment@mfcfoundation.co.uk)

**Closing date for applications: Friday 27 January 2023**

**Interview date and location: Monday 6 February 2023, Willie Maddren Centre, Riverside Stadium, Middlesbrough**

Owing to the high volume of applications expected, if we have not contacted you within two-weeks of the closing date, please assume that you have not been shortlisted for interview.

MFCF is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

MFCF is also committed to the safeguarding of vulnerable groups.



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