



Notts County Foundation (NCF) is the independent charitable arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of physical activity to improve the health and wellbeing of our local communities.

Our wide range of programmes cover sport, health, inclusion and education – transforming the future outlook for many and leading to positive change within people’s day-to-day lives. We are also proud to operate the Portland Centre in the Meadows as our community hub and the facility is very much the heartbeat of the Foundation.

We take pride in our long-standing affiliation with Notts County FC – a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is:

We use the power of physical activity to improve the health and wellbeing of local communities. The mission is underpinned by Notts County Foundation’s **FIVE** core Values:

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

Sport and Inclusion

Health

Education

NCS

The Portland Centre



Notts County Foundation
Inspiring active change

Meadow Lane, Nottingham, NG2 3HJ
nottscountyfoundation.org.uk

Company Registration: 4320737 | Charity Registration: 1091927

Job Description

Job Title: Deputy Sport and Inclusion Manager

Responsible to: Sport and Inclusion Manager

Responsible for: Coaches

Location: The Portland Centre

Document Created (month & Year) July 2024

Overview of the role

As Deputy Sport and Inclusion Manager, you will collaborate closely with the Sport and Inclusion Manager to oversee all operational aspects of the department. Your primary focus will be ensuring the efficient day-to-day management of programmes that promote sports participation and social inclusion across Nottingham City and Nottinghamshire.

The Deputy Sport and Inclusion Manager, will work with the Sport and Inclusion Manager to manage all aspects of the department, ensure the day-to-day-smooth running of the department and its staff and support the achievement of outstanding learning, teaching and success effectively and efficiently. You will support the Sport and Inclusion Manager to plan and manage the deployment of staff and resources by supporting the department to deliver high quality delivery that meets the needs of the participants.



Key Accountabilities & Responsibilities:

- Work alongside the Sport and Inclusion Manager to define and execute the strategic direction of the department.
- Plan, develop, co-ordinate and manage the delivery of Sport and Inclusion programmes.
- Contribute towards programme evaluation and provide monitoring/produce reports as appropriate.
- To deal with enquiries and general day-to-day liaison with customers, colleagues and partners
- Contributing to the future direction of the Sport and Inclusion department by keeping up to date with relevant developments in the fields of youth and community work.
- Develop relationships with key stakeholders to maintain and expand the work of the sport and inclusion department.
- To plan and coordinate delivery of S&I programme such as (but not exclusive to) Premier League Kicks, Premier League Primary Stars, NCS & EPP programme across Nottingham City and Nottinghamshire.

Including:

- To market and promote all S&I programme and identification of innovative ways to attract young people.
- To recruit young people onto programmes using a variety of mechanisms including presentations, social media, image/video content and marketing.
- To undertake outreach in the community.
- To support all administrative and monitoring processes relating to S&I programmes such as Premier League Kicks, Premier League Primary Stars, NCS & EPP, ensuring all data is recorded accurately on the CRM (salesforce / views system) and stored safely in accordance with GDPR guidelines.
- Be ultimately responsible for participant recruitment and retention.

Staff Management

- Involvement in the recruitment, induction and timetabling process for staff.
- Share responsibility to oversee and drive the performance/quality of coaching undertaken by staff across the Sport and Inclusion project portfolio; including the development of a quality assurance plan and framework to monitor and evaluate delivery.
- Input into regular team meetings and training, facilitating the ongoing continuous professional development opportunities for staff.





Safeguarding Key Tasks

Notts County Foundation (NCF) believes that safeguarding and the protection of all children, young people and vulnerable adults is everyone's responsibility. Staff working on behalf of Notts County Foundation must ensure that:

- They recognise the position of trust they have by working for Notts County Foundation
- Their behaviours is always appropriate.
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults.
- They follow the procedures for responding to signs and suspicions of abuse.
- In every respect, the relationship they form with children and adults are appropriate.

Training Key Tasks

- To attend regular staff training sessions, be they held in-house or externally
- To maintain and develop own professional knowledge and awareness.
- To undertake any other duties and responsibilities required commensurate with the grade and level of responsibility for the post.
- Promote the activities of Notts County Foundation
- To support the delivery of other key areas of the business as required.

General Duties

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To follow by Notts County Foundation policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Foundation at all times
- To undertake any other duties that may be required as deemed appropriate



Our package includes

- Competitive salary
- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution (upon successful completion of probation)
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to a mental Health specialist
- Access to season tickets to Notts County Football Club
- Personal growth is a key and we invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.



Equality, Diversity, and Inclusion

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.

Safeguarding Statement

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts County Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



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Personal Specification

Category	Essential	Desirable
Education/ Qualifications	A degree or equivalent qualification in Sports Management, Sport Development, Sport Science, Community Development, Youth Work, or a related field.	<ul style="list-style-type: none"> Community / Sports / Management qualification Knowledge of Employability qualifications A postgraduate qualification in Sports Management, Sport Development, Sport Science, Community Development, Youth Work, or a related field.
Experience / Knowledge	<ul style="list-style-type: none"> Proven experience in managing sports or community development programmes, ideally within a charitable or non-profit organisation. Demonstrate a working understanding and application of inclusion, equality, and anti – discrimination, safeguarding and best practice. Knowledge and experience of safeguarding and health and safety in a youth setting Ability to build and maintain relationships with key stakeholders. Practical experience of working with IT systems and the ability to analyze data from a CRM system. Experience of report writing 	<ul style="list-style-type: none"> Experience working on NCS Delivery Work within a school setting either Primary or Secondary Proven project management experience within a similar role Knowledge of working on community-based programmes. Experience of delivering presentations Experience of delivering inhouse training Experience of developing effective administrative systems and procedures Knowledge and experience of the development of teams and individuals within a charitable setting
Personal Qualities/ Attributes	<ul style="list-style-type: none"> High level of self-drive and an ability to motivate others. Strong organizational skills and able to prioritize, multi-task and manage own workload. Strong written and verbal communication skills. Good level of competence in using IT and databases, including Microsoft Office Adaptable and flexible to a changing environment Work well as part of a team and independently, exercising initiative. 	<ul style="list-style-type: none"> Proven ability to work collaboratively as part of a team, contributing positively to team dynamics and achieving collective objectives. A commitment to promoting equality, diversity, and inclusion within all aspects of programme delivery and organisational culture.
Special Conditions	<ul style="list-style-type: none"> A full and clean UK driving license and access to own vehicle & willingness to travel for business reasons. Work outside normal office hours, including weekends, when required. 	<ul style="list-style-type: none"> Ability to contribute to long term improvements in the partnership through the generation of new and innovative ideas

