



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 to transform 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

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: Sport and Inclusion Manager

Salary: Starting £30,000

Responsible to: Chief Operations Officer

Responsible for: Sport and Inclusion Staff

Location: The Portland Centre

Document Created (Month & Year) January 2024

Overview of the role

The **Sport and Inclusion Manager** will be responsible for helping the charity achieve a high-profile programme by providing leadership, expert knowledge, creativity and direction to the development of the local Nottinghamshire Community through the power of sport.

This role ensures the development and delivery of strategic initiatives while fostering an inclusive and supportive environment. Using the strategic plan as the guiding principle, ensure all elements of the Sport and Inclusion Manager role are performed in an efficient and effective way. Fully understand all elements of the strategic plan to enable a positive contribution to its delivery and development, liaising with other members of the management team.

The role requires the ability to lead, innovate, and collaborate with internal and external stakeholders to meet community needs and align with our strategic goals. As a key member of the management team, the Sport and Inclusion Manager will oversee multiple programmes, manage teams, and ensure the highest standards of delivery.



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Key Accountabilities & Responsibilities:

Programme Development and Management:

- Supporting the development of our sport and Inclusion strategy with clear objectives both internally and externally covering the short, medium and long term with a view to achieving external recognition of the excellence of Notts County Foundations approach to Sport and Inclusion.
- Develop and deliver Sport and Inclusion communication programmes for fan groups and across the Club, working with key organisations such as the EFL, PLCF, the Football Association (FA), Show racism the Red card and others where appropriate.
- To manage the social inclusion work of Notts County Foundation across Nottinghamshire, i.e. disadvantaged neighbourhoods, Refugees, LGBT, Ethnically Diverse Backgrounds and Disabled communities.
- To nurture various community projects and Schools based provision that come under the Inclusion theme i.e. Kicks, Premier League Primary Stars, Holiday Coaching and Kellogg's Camps and awareness work (Knife crime, hate crime), community cohesion events.
- Design and deliver high-quality, accessible programmes that address community needs, in addition to supporting young people to build positive long-term relationships with sport and physical activity. Ensuring the experience is right for them and their peers.
- Work with Coaches and Coordinators to monitor and evaluate programme performance, setting improvement targets and ensuring compliance with funder requirements.
- Develop and manage Service Level Agreements and data-sharing agreements with external partners.

Staff Management and Leadership:

- Lead and manage the Sport and Inclusion team, providing guidance, development opportunities, and performance evaluations. Line management of staff including Appraisals, reviews and training needs analysis.
- Build effective relationships with internal departments and external partners to support programme delivery and strategic goals.
- Act as a lead for Equality, Diversity, and Inclusion (EDI) within the organisation, ensuring EDI principles are integrated into all activities.
- Liaise with all management team to ensure staffing is appropriate for all sessions on a weekly basis, and staff are working required hours for their specific roles. Including NCF Matchday activities, ensuring clear line of communication between Club and NCF so all activities are safe, effective and enjoyable.

Operational and Administrative Duties

- Working with the HR and Office Manager to ensure correct recruitment procedures are followed in line with the Safer recruitment policy.
- Working with the HR and Office Manager on all areas of employee relations including, but not limited to, performance management, absence management, policy, procedure, T's and C's, disciplinary and grievances issues, conduct, capability, and employment legislation. Support with disciplinary processes.
- Being a participating member of the NCF Management Team and relevant Committees.
- Ensure all records of participants are filed in accordance with the General Data Protection Regulations GDPR and the Data Protection act 2018. Reporting any data breach concerns to the HR and Office Manager.
- Produce detailed reports for funders and stakeholders to demonstrate impact and accountability.
- Oversee budget management, ensuring financial sustainability of programmes.

Safeguarding and Welfare

- Play an active role in embedding a culture of safeguarding being 'everyone's responsibility'.
- Ensuring safeguarding policies and practices are upheld across all activities.
- Collaborate with the NCF internal safeguarding team to maintain effective safeguarding measures.





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

Our Package Includes

- 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 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 applicants 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, marriage and civil partnership.

Safeguarding Statement

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 Count 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 fulfill 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.



Personal Specification

Category	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Experience of leading and managing teams. • A degree or diploma in Community, Sports or a related field. 	<ul style="list-style-type: none"> • Minimum of two years' experience in community development, sports management, or a related field. • A degree or diploma in Community, Sports or a related field.
Experience/ Knowledge	<ul style="list-style-type: none"> • Demonstrated ability to manage teams and programmes effectively. • Strong understanding of Equality, Diversity, and Inclusion principles. • Knowledge of GDPR and safeguarding practices. • Experience of providing development support and guidance to a network of professionals, driving change and measuring impact. • Experience of developing and implementing a business plan. • Proven track record of controlling budgets, monitoring and evaluating programme performance and identifying areas for improvement. • Experience using CRM Systems i.e. Salesforce, Views or Fluxx. 	<ul style="list-style-type: none"> • Knowledge of the sport development or education sector within Nottinghamshire or East Midlands, with contacts in the sector. • Experience of completing grant applications to secure funding. • Knowledge and experience of the development of teams and individuals within a charitable setting Experience of delivering presentations and in house training. • Experience of developing effective administrative systems and procedures Experience of delivering and directing large scale national events • Knowledge of the latest developments in national and regional sports strategy • Safety within sport.
Personal Qualities/ Attributes	<ul style="list-style-type: none"> • Ability to build and maintain relationships with key stakeholders. • Excellent communication skills and the ability to build and maintain relationships with stakeholders. • Good level of competence in using IT and databases, including Microsoft Office. 	<ul style="list-style-type: none"> • Ability to take a problem solving approach to tasks and develop, valid and financially suitable solutions. • Ability to contribute to long term improvements in the partnership through the generation innovative ideas. • Work well as part of a team and independently, exercising initiative • Adaptable and flexible to a changing environment.
Special Conditions	<ul style="list-style-type: none"> • Access to own vehicle and a full UK driving licence. • Willingness to travel for business reasons. • Work outside normal office hours, including weekends, when required 	

