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**Job Title:** Football Development Project Assistant

**Reporting to:** KVA - Deputy CEO/Health Programmes Manager

**Place of Work:** Remote/Hybrid

**Hours of Work:** 3 hours per week. Fixed term until July 2024

**Salary:** £12.95 per hour

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# Purpose of Role

Kingston Voluntary Action (KVA) have partnered with Kingston University to run a new football project aimed at engaging people from groups who have been historically underrepresented in football. We will work with Kingston University’s Elevate Programme to run a black-men-only football club and promote it with wider black communities in the borough.

The Football Development Project Assistant will take a lead role in organising and delivering weekly turn up and play football sessions, promoting the programme and engaging people new to football from Black African and Caribbean Communities in the borough.

KVA was awarded funding by Kingston Council to run a short project addressing inequalities in health. The project will use the reach of football in Kingston, focusing on Black African and Caribbean Communities in the borough, to support those at risk of health inequalities.

**Outcomes: improved physical health; improved mental health; improved sense of belonging and support; adoption of behaviours that improve health and wellbeing**

The role provides an opportunity for a capable and ambitious individual to support the Health Programmes Manager to develop and deliver this project. The position is an exciting opportunity to get involved. A minimum Introduction to Football qualification and first aid qualification is required (or willing to work towards).

The role will include, but is not limited to, assisting in the development and design of the turn up and play football programme, liaising with different members of staff, student groups and local clubs and community to promote the programme, delivering fun and exciting sessions to participants and assisting with the general running of the project.

Within their hours of employment, the successful candidate will lead on session delivery and be provided with sufficient time towards session planning and development work around the programme.

The role holder will be motivated and committed to improving the participation of communities from underrepresented groups in sport.

We welcome applications from Black, Asian and Minority Ethnic backgrounds, LGBTQ+ communities and those with disabilities.

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* To plan, organise, coordinate and oversee weekly turn up and play football sessions
* To lead on the delivery of a weekly turn up and play football session that engage participants.
* To support the advertisement of these sessions through social media, university and across the local community
* To engage individuals from different networks, societies, and communities
* To involve and work with stakeholders
* To perform basic office tasks to ensure the smooth running of the programme.
* To undertake other relevant tasks as reasonably prescribed by the Health Programmes Manager, and which are consistent with this level of role.

# Person Specification

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| **Requirements**  | **Essential**  | **Desirable**  |
| **Qualifications**  |  |  |
| Minimum of Introduction to Football coaching qualification or equivalent (or working towards)  | \* |  |
| First Aid qualification  |  | \* |
| **EXPERIENCE**   |    |   |
| Experience of leading activities   | \*  |   |
| Demonstrated interest in football and/or sporting activities and engaging with communities from underrepresented groups in sport  |   | \*  |
| Experience of planning and organising events or projects  | \*  |   |
| Experience of working in a organisation, group or society  |   | \*  |
| **SKILLS**   |    |   |
| Ability to lead an engaging football session  | \*  |   |
| Excellent interpersonal skills- able to communicate well in a variety of ways and with people from a diverse range of backgrounds  | \*  |   |
| Strong time management skills – able to meet deadlines and cope with varying workloads  | \*  |   |
| Ability to work well under pressure, to be flexible and adapt to changes in priorities  | \*  |   |
| Possess a positive attitude and proactive approach to work and ability to organise own workload  | \*  |   |
| Able to work as part of a team as well as under own initiative  | \*  |   |
| Commitment to the delivery of high standards of customer service  | \*  |   |
| Creative approach to promotions and communication   |   | \*  |