

# Head of Volunteering and Social Action



## Who are we?

Football Beyond Borders is an education charity which uses the power of football to inspire young people from disadvantaged communities to achieve their goals and make their voices heard. We use football as an engagement tool to tackle low educational attainment, poor school attendance and challenging behaviour. From January 2018, we will have an increased focus on social action and will work to provide our young people with the skills, support and public platform to make their voices heard.

## Why join us?

We are an expanding, vibrant organisation with a talented staff team who are passionate about helping young people to achieve their potential.

This is a senior role within the organisation meaning the individual will report directly to the Co-CEO and be involved in the development of our annual strategies. This is your chance to shape the growth of one of the UK's fastest growing education charities.

## Head of Volunteering and Social Action Job Description

<b>Reports to:</b>	Co-CEO
<b>Start date:</b>	January 2018
<b>Location:</b>	South East London
<b>Hours:</b>	Full-time – 40 hours per week, including 1 weekday evening.
<b>Salary:</b>	Competitive depending on experience
<b>Benefits:</b>	Up to 3% matched employer contributors' pension.
<b>Deadline:</b>	Applications close at midday on 17 November 2017.
<b>1<sup>st</sup> interview:</b>	W/c 27 November 2017
<b>2<sup>nd</sup> interview:</b>	W/c 4 December 2017

## **Key Responsibilities**

### **1. Development of FBB's volunteering and social action strategy**

- Build positive relationships with sources of volunteers such as Colleges, Universities.
- Use innovative methods to attract volunteers including advertising, social media.
- Develop innovative campaigns and initiatives to engage volunteers.
- Ensure maintenance of detailed records and databases to evaluate recruitment campaign.
- Manage the selection process including interviewing, following safeguarding procedures and carrying out DBS checks.
- Support the programme team with allocating volunteers to appropriate school teams.

### **2. Training and Monitoring of Volunteers:**

- Draw up and implement an efficient training programme for volunteers.
- Implement training sessions, including presentations and workshops.
- Maintain individual records, including learning needs and development aspirations.
- Ensure all volunteers have a personal development plan.
- Integrate volunteers into the staff team.

### **3. Delivery and Management of Social Action Programme and Post-programme referrals**

- Work closely with Project Leads to identify realistic projects.
- Support the young people throughout the project delivery.
- Liaise with teachers, parents and members of the community as required to ensure efficient project delivery.
- Advertise and promote individual achievements and project success.
- Identify, develop and implement pathways, accreditations, training and employment opportunities for young people involved in the social action programme.
- Support the Project Leads in gathering data required for monitoring and evaluation.

### **4. Running of the Youth Council**

- Liaise with the Project Leads in the selection of the Youth Council representatives.
- Ensure that projects identified for Youth Council delivery are realistic and deliverable.
- Provide support to ensure efficient project delivery.
- Advertise individual achievement and promote project delivery.
- Maintain accurate records about individuals' contribution.

Any other duties that may arise according to the needs of FBB and this role.

## Person Specification

<b>EXPERIENCE AND KNOWLEDGE</b>	
<p style="text-align: center;"><b>Essential</b></p> <ul style="list-style-type: none"><li>• Experience of working within a recruitment setting.</li><li>• Experience of developing and sustaining networks and partnerships.</li><li>• Experience of developing, delivering and managing projects.</li><li>• Experience of working with young people.</li><li>• A working knowledge of safeguarding legislation.</li></ul>	<p style="text-align: center;"><b>Desirable</b></p> <ul style="list-style-type: none"><li>• Confident user of social media platforms: Facebook, Instagram, Twitter, Snapchat and Youtube.</li><li>• Understanding of youth social action.</li><li>• Knowledge of UK school leaver markets.</li></ul>
<b>CHARACTERISTICS AND SKILLS</b>	
<p style="text-align: center;"><b>Essential</b></p> <ul style="list-style-type: none"><li>• Excellent relationship-building skills with outstanding verbal and written communication.</li><li>• Proactive networker who can bring energy and enthusiasm to work.</li><li>• Ability to lead, inspire and motivate.</li><li>• A hunger to learn and ability to respond to feedback and learn from mistakes.</li><li>• Able to use initiative and support the team.</li><li>• Good attention to detail and ability to maintain comprehensive records.</li><li>• Organised with ability to implement a plan efficiently and effectively.</li></ul>	<p style="text-align: center;"><b>Desirable</b></p> <ul style="list-style-type: none"><li>• An interest in and knowledge of football.</li><li>• A commitment to using sport as a vehicle to support young people to achieve their goals.</li><li>• A commitment to using sport to drive social change</li><li>• An interest in using innovative methods for teaching and engagement</li></ul>

## Recruitment process

### **Safeguarding statement**

FBB is committed to adopting a safe recruitment process and follows the NSPCC safe recruitment procedures that have safeguarding at their heart and aim to discourage unsuitable applicants.

The successful applicant will be expected to comply with all of FBB policies, in particular:

- Equality and Diversity
- Health and Safety
- Safeguarding

### **Disclosure**

The appointment is subject to an enhanced DBS check.

### **Shortlisting, interviews and reference checking**

Only those applicants who meet the right criteria will be taken through to interview stage.

Shortlisted candidates will be interviewed. References from the previous and current employer may be taken up for shortlisted candidates. Please let us know about the sensitivity of taking up references prior to interview.

### **To apply:**

Deadline for the receipt of written applications is **midday on Friday 17 November 2017**.

Please submit a written application form of no more than 3 sides of A4 in minimum 11 point font on the following 4 areas:

1. Your strategy for volunteer recruitment.
2. The challenges and involved in supporting young people to deliver social action projects.
3. How your skills and experience relate to the role advertised.

Please also submit a CV that includes:

- Personal details including current address and contact details
- Education and Training history including details of all qualifications.
- Details of 2 referees, including your current employer.
- A description of your employment history, including reasons for leaving a post and explanations for any employment gaps.

Please submit the application and CV to [skearney@footballbeyondborders.org](mailto:skearney@footballbeyondborders.org)