



Team Member – Youth Inclusion

Please do not use wild characters, keep bullet points identical to those already in the Job Description.

Please limit your word count used to 200 (excluding safeguarding statement).

Please do not change the formatting or fonts.

Do not remove the general expectations section.

Please complete all sections and avoid using internal terminology and acronyms.

Please do not remove the safeguarding statement.

JOB TITLE: *Team Member – Youth Inclusion (Surrey & Kingston)*

DEPARTMENT: *Chelsea FC Foundation – Community Programmes Department*

REPORTING TO: *Youth Inclusion – Team Leader / Officer*

JOB FUNCTION: *To support the delivery of Chelsea FC Foundation's Youth Inclusion Programmes (Kicks sessions, Youth Club & Holiday Activity). Delivering inclusive diversionary activities that aim to keep young people safe, play sport and develop skills and improve mental wellbeing.*

LOCATION: *Cobham Training Ground, 64 Stoke Rd, Stoke D'Abernon, Cobham KT11 3PT. Delivery of activity across various community venues across Surrey & Kingston.*

CONTRACT: *Part Time fixed term agreement until 21st July 2024*

HOURS: *10 hours a week, 52 weeks per year varied & flexible working schedule throughout the week. This is a delivery focussed role and could include up to 3-4 evenings per week and weekend work. (draft timetables shared upon request).*

MAIN RESPONSIBILITIES (Play Your Part):

- To be a delivery staff member on the PL Kicks programme, delivering weekly sport and physical activity sessions, holiday activities and termly social action and leadership programmes, offering high quality sessions to enhance a participant's personal development and divert away from anti-social behaviour and criminal activity.
- Oversee and delegate tasks to Assistant Team Members during sessions.
- Plan and deliver engaging and informative sessions that will offer sustained participation with CFCF, ensuring session plans are readily available on request from FA, PLCF or CFCF assessors.
- Educate young people on current issues through workshops and youth forums. Breaking down barriers between young people and the police.
- Promote and champion equality and inclusion by adapting delivery to meet the needs of the young people and adults at risk attending the sessions.

HERE TO WIN (Measures of Performance):

- To ensure session plans, participation forms, recording sheets, risk assessments and registers are completed accurately and given to the appropriate CFCF or associated staff member.
- Support the collection of monitoring and evaluation data of associated sessions in accordance with the needs of each funder.
- To implement all safeguarding policies and procedures as outlined by Chelsea FC Foundation and report any safeguarding/welfare incidents that may take place during,

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before and after a session to the relevant officer, as well as the production of dynamic risk assessments for every session.

- You will have overall responsibility for the welfare of children in your care and should not leave them in the care of others. You should ensure that all children are signed in and out of all activities by a parent, carer or teacher/associated staff member or follow walk home alone procedure.
- Deliver additional roles and responsibilities as required by the Chelsea FC Foundation and Ad hoc duties as requested by Chelsea FC Foundation Management staff.

DO THE RIGHT THING (Our Expectations):

- To demonstrate and live by the club's values; Here to Win, Be Brave, Do the Right Thing, Play Your Part, Many Teams, One Club and Proud to Be Chelsea
- To adhere to the Foundation's policies and procedures, including Health & Safety, Financial Authorisation, Confidentiality and GDPR.
- To act as an ambassador for diversity, equality, and inclusion, and demonstrate a positive commitment by treating others fairly in line with our Equality, Diversity & Inclusion Policy and reporting any acts of discrimination through appropriate channels
- To create a safe environment and act to protect all young people and vulnerable adults that are either in your care or attending club premises, and report any concerns to the Safeguarding Lead
- To report any misconduct or suspected misconduct to the HR Department

PROUD TO BE CHELSEA (Person Specification):

Qualifications:

Essential

- Relevant professional and/or academic qualifications or a minimum of 1 year experience in delivering youth engagement programmes.
- Youth Worker Level 2 Qualification (or willing to work towards).
- Hold a minimum FA Level 1 Football Coaching Qualification.
- Emergency Aid and Safeguarding Children Certificates.
- Ability to travel to activity & meetings across Surrey & Kingston.

Desirable

- Mental Health First Aid Training (or willing to work towards).
- Mentoring Qualifications (or willing to work towards).
- Youth Worker Level 3 Qualification.
- FA Level 2 Football Coaching Qualification
- Multi-sports Qualifications.

Experience:

- Experience working or participating in community engagement programmes specifically tailored to the provision of at-risk young people and marginalised groups.
- Ability to deliver inclusive activities and have an understanding of Equality and Diversity.
- Experience of organising and motivating young people, aiding their personal development.
- Awareness of local demographic and social needs.
- Awareness of safeguarding and health and safety procedures within a sport and youth work setting.
- Experience of mentoring young people to support their wellbeing and personal development.
- Experience of assisting on social action, volunteering and leadership initiatives.
- An understanding of youth services, education providers, leisure facilities and local community and charitable organisations supporting deprived and disengaged young people.

Skills and Behaviours:

- Ability to lead aspects of sports based diversionary activities, workshops, and social action schemes.
- Ability to delegate appropriately to delivery staff members when required.
- Good interpersonal skills with people at all levels, including colleagues, young people, parent/guardians, community partners and professionals.
- A solution focused problem solver who is confident to seek advice when necessary.

Chelsea FC and the Foundation is fully committed to ensuring the safety and well-being of all children, young people and adults at risk (vulnerable groups). We therefore require all successful applicants to complete a DBS Check prior to starting employment. Depending on the role, successful applicants may also be required to undergo other child protection screening where appropriate.

This Job Description is not intended to be exhaustive; the duties and responsibilities may therefore vary over time according to the changing needs of the Club.