



FOUNDATION



1876

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COMMUNITY ORGANISER

Port Vale Foundation use the power of Port Vale Football Club *to create opportunities to engage, motivate and inspire people to improve their lives and their communities.*

We are a values led organisation and strive to live and breathe them each and every day. Our values are:

- **Passionate** – We are passionate about supporting the people of Stoke on Trent and Staffordshire to improve their lives and their communities
- **Collaborative** – We foster and develop innovative partnership with wide ranging organisations to maximise our impact and outcomes
- **Integrity** – We use a robust evidence base and proven practice to inform decisions, measure impact and sustain our activity
- **Inclusive** – We create opportunities for everyone from every background to take part in our programmes and have positive experiences, which lead them to fulfil their potential
- **Excellence** – We provide high quality experiences and support for participants, partners, professionals and staff
- **Proud** – We celebrate success and are visible to everyone, meaning we are valued by our club, our partners and our community.

In order to fulfil our mission, we are actively looking to contribute to local, regional and national priorities, using the Port Vale Football Club Foundation brand to positively impact on a range of agendas such as increasing sport and physical activity, improving health, increasing education standards and improving community cohesion.

To focus and influence the Port Vale FC Foundation in achieving our mission whilst supporting and tackling local priorities, our work is categorised under four core areas:

- Sport & Physical Activity
- Health & Well-being
- Education & Employability
- Community Engagement
- Family Engagement

Under each of our areas, we also identify several priorities for Port Vale FC Foundation that are aligned to various local, regional and national plans and strategies – ensuring that our work contributes to the wider strategic context for Sport, Health, Education and Inclusion.

Role Profile – Community Organiser

Role Reports to: Children and Family Services Manager

Hours: 21 hours (fixed term) Pay scale: £25,000 to £28,000 dependent on experience pro rata

The Role: Community Organiser

Port Vale Foundation is an independent and registered charity. We use the power Port Vale Football Club to create opportunities through the power of the football club to engage, motivate and inspire people from all sections of our community, helping them to fulfill their potential.

An exciting opportunity has become available to join our passionate and energetic team as a Community Organiser working with one of our key partners Together Active. Together Active are one of a national network of Active Partnerships.

The role requires bringing together other community organisations and facilitating opportunities that get people talking and involved in activities they may not have tried before. These roles play a pivotal role in contributing insight to the wider place expansion work programme being coordinated by Together Active. This role will suit a motivated person who wants a challenging and diverse role with a passion for their local community.

Main Responsibilities and Accountabilities

Role Outcomes

- Improve wellbeing outcomes for families as part of place expansion work.
- Increase in number of people attending community activities.
- Mechanism in place for hearing experiences of least heard people in priority communities.
- Contributed to increased community cohesion.
- Co-produce programme of activities complementary to HAF and other initiatives operating locally.
- Build strong relationships with local providers and influencers
- Work with Together Active development team to embed action research approach into work.
- Support the development of peer researchers to assist activities.
- Be an active and visible presence locally proactively identifying opportunities for informally listening and learning to take place.
- Support local community organisations to test activity provision as part of their offer.
- Collate and analyse feedback and insights gained to place expansion programme board.

Key Skills & Experience

Essential

- Excellent communication skills with the ability to adapt communication strategies to ensure inclusivity and create a safe and welcoming environment for all.
- Ability to build and maintain strong relationships.
- Demonstrates professional curiosity.
- Energetic and driven with a genuine belief in the positive impact that physical activity can have on the lives of people in Staffordshire and Stoke on Trent.
- Displays a deep appreciation for cultural diversity and maintains a respectful approach when working with individuals from different backgrounds.
- Demonstrates strong understanding of barriers to inclusion and accessibility in a physical activity context.
- Demonstrable understanding of safeguarding adults at risk and children.
- Excellent skills in Microsoft Office.
- Sense of humour and displays humility.
- Understanding of outcomes-based approaches to working.
- Proactive approach with the ability to identify opportunities to collaborate with others.
- Ability to analyse community insights and feedback to provide clear and concise reports/presentations
- Enthusiastic and passionate about community engagement and active participation.

- Proficiency with Microsoft Office package and excellent IT skills
- Excellent verbal and written communication skills
- Strong time and task management skills

Desirable

- Previous experience in organising and facilitating community activities
- Strong understanding of the local community and their needs
- Experience in partnership working
- Lived experience of issues facing our communities.

General

- Demonstrate the values of Port Vale Foundation at all times and adhere to all policies and procedures in the employee handbook
- Ensure maintenance of a professional appearance to include dress, presentation, hygiene, attitude and conduct
- To be aware of and comply with current Health and Safety Regulations and the Foundations Health and Safety policy and procedures as they relate to the duties and responsibilities of the post
- To undertake any appropriate training as required
- To maintain awareness of risks and feed these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager
- To undertake any other duties that may be reasonably allocated to the post holder commensurate with the grading and responsibilities of the post
- To be aware of our Company Policies and Procedures which may be updated from time to time; to ensure that your actions and behaviour are consistent with and champion the requirements of those policies and procedures at all times.

If you would like to apply for this role please complete an application form that can be found at www.portvalefoundation.co.uk/job-vacancies

Email the completed application form to community@port-vale.co.uk or you can send it by post to:

Job Vacancies
Port Vale Foundation
Vale Park
Hamil Road, Burslem
Stoke-on-Trent, ST6 1AW

If you require any more information, please call us on 01782 757066.