



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 Purpose:

We support people in Nottingham in addressing their biggest social needs by channelling the passion, energy, expertise and status of the Club-Foundation partnership to deliver innovative, inclusive and impactful programmes that transform lives.

Our Personalities:

- We are **Compassionate**: Caring and strongly motivated to make a positive difference to our communities
- We are **Ambitious**: Achieving greater community engagement and impact.
- We are **Collaborative**: Working with and for communities in partnership with like-minded organisations.
- We are **Innovative**: Developing creative solutions to meet community needs.
- We are **Change-Agents**: Facilitating positive behaviour change, better lifestyle choices, systemic change and continuous improvement.

Our impact on the community will be through the following areas of work:

Social Mobility

Health

Education

The Portland Centre



**Notts County
Foundation**
Sport Development

Meadow Lane, Nottingham, NG2 3HJ
nottscountyfoundation.org.uk
Company Registration: 4320737 | Charity Registration: 1091927

Job Description

Job Title:	Community Engagement Officer (2 Years Fixed-Term)
Responsible to:	Deputy Sport & Inclusion Manager
Responsible for:	n/a
Location:	The Portland Centre with Travel across Nottinghamshire
Salary	Starting From £25,000
Document Created (Month & Year)	August 2026

Overview of the role

This is an exciting opportunity to bring sport, people and community together in a role full of energy, variety and impact. Community Engagement Officer, you will help create fun, welcoming and inclusive experiences that connect local people with the Foundation, the club and the wider support available across our community.

- **Driving Premier League Fans Fund activity**, with a strong focus on **disability sport** and **inclusive participation** that feels open, enjoyable and accessible for everyone.
- **Bringing matchdays to life** through activations that engage supporters, families, community groups and partner organisations.
- Creating **community events** that spark participation, build belonging and celebrate positive local impact.
- **Championing equality, diversity and inclusion** through initiatives such as Open Iftar, LGBTQ+ football and other programmes that help people feel seen, supported and involved.

No two days will look quite the same. From inspiring school sessions and Premier League Kicks activity to holiday clubs, community sport and big matchday moments, the postholder will play a hands-on role in helping more people enjoy sport, feel part of something bigger and access opportunities that make a real difference.



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Key Accountabilities & Responsibilities:

Roles and Responsibilities

Overall Responsibilities

- Lead the planning, delivery and evaluation of community engagement activations, creating an inclusive calendar of events and sessions that connect the local community to the Foundation.
- Plan and deliver matchday activations, working with internal teams, external partners and volunteers to create high-quality community experiences.
- Develop and maintain relationships with community groups, schools, charities, local authorities, supporters' groups and other partners to increase reach and impact.
- Support the delivery of equality, diversity and inclusion initiatives, ensuring activity reflects the needs of underrepresented groups and promotes a culture of belonging.
- Contribute to the delivery of wider Sport and Inclusion programmes, including schools' activity, Premier League Kicks, holiday clubs and community sport sessions.
- Ensure all sessions and events are delivered safely, professionally and in line with Foundation policies, including safeguarding, health and safety, equality and data protection requirements.
- Monitor participation, collect feedback and maintain accurate records to support reporting, evaluation and continuous improvement.
- Promote Foundation activity through appropriate communication channels, supporting participant recruitment, partner engagement and positive storytelling.
- Represent the Foundation positively at community events, meetings, matchdays and partnership activities.

Fans Fund & Disability Sport

- *Coordinate Premier League Fans Fund activity, ensuring disability sport sessions and engagement opportunities are accessible, welcoming and appropriately promoted.*
- *Lead the delivery and planning of inclusive sport sessions for pupils with SEND in both Special education settings and primary schools.*
- *To plan and Lead the delivery of Pan-Disability football, Pan-disability Multisport & Boccia sessions for children, young people and adults.*
- *To organise and deliver the PL Fans fund small grants activations including County Companions, Matchday activations, Open Iftar and other events*
- *To plan and deliver community Boccia festivals*
- *To support the development of resources to ensure those with SEND can access matchdays.*
- *To keep accurate records of attendance to sessions and events, ensuring all data is collected and stored correctly*
- *To upload data onto our monitoring platforms e.g., Salesforce, to ensure accurate data is collected against our Key performance indicators.*
- *To support with monitoring and evaluation of projects, including Survey's, reports and case studies*





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.



Personal Specification

Category	Essential	Desirable
Education/Qualifications	Level 2 Sport Coaching Qualification (e.g., UEFA C, ECB Level 2 etc). GCSE Maths & English: Grade 4 or C	Degree in a Sport Related Subject e.g., Sport Development & Coaching
Experience/Knowledge	• Strong written and verbal communication skills. • Good level of competence in using IT and databases, including Microsoft Office. • Experience of Delivering sessions to individuals with SEND. • Extensive knowledge of EDI within a community setting. • Demonstrate a good understanding of barriers to participation. • Must be able to recognise discrimination in its many forms and adhere to the NCFC and NCF Equality policies. • Able to work within a diverse community and draw on individual strengths to promote equality & diversity.	• Experience Premier League Charitable Fund programmes football development or community inclusion projects. • Knowledge of local community networks and partner organisations. • Experience of monitoring, evaluation and reporting against project outcomes.
Personal Qualities/Attributes	• Ability to build and maintain relationships with key stakeholders. • High levels of communication skills, both oral and written. • Personable and enthusiastic team player with a strong work ethic and able to work off own initiative. • Strong organisation and problem solving skills and able to prioritise, multi-task and manage own workload. • Passion for EDI	
Special Conditions	• Willingness to travel for business reasons. • Work outside normal office hours, including weekends. The role will require the Postholder to work Tuesday-Saturday	





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.



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