



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 – transforming 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 mission statement is:

We use the power of physical activity to improve the health and wellbeing of local communities. The mission is underpinned by Notts County Foundation’s **FIVE** core Values:

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

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

**Sport and
Inclusion**

Health

Education

NCS

**The Portland
Centre**



**Notts County
Foundation**
Inspiring active change

Meadow Lane, Nottingham, NG2 3HJ
nottscountyfoundation.org.uk

Company Registration: 4320737 | Charity Registration: 1091927

Job Description

Job Title: Sport and Inclusion Coordinator

Responsible to: Sport and Inclusion Manager

Responsible for: N/A

Location: The Portland Centre

Document Created (month & Year) July 2024

Overview of the role

The primary focus of Sport and Inclusion Coordinator/Community Engagement Coordinator (SaIC) is to coordinate the successful implementation of Club (NCFC) and CCO (NCF) EDI strategy.

Working with the Sport and Inclusion Manager the SaIC will ensure all project outcomes are met, monitored, and evaluated in line with contractual obligations and local need. The SaIC will then use these results to shape projects, local policy, and practice as well as to develop funded sustainability plans with new and existing funders.

The SaIC will also be required to develop an effective communication method with staff, participants, fans, and other stakeholders.



Key Accountabilities & Responsibilities:

- To support our community, Equality, Diversity & Inclusion delivery across all activities, Club and CCO.
- To develop and implement new areas of work that are inclusive
- Model good practice by proactively delivering where appropriate.
- To co-ordinate NCFC & NCF Equality, Diversity and Inclusion strategy across the organisation with a focus on training and CPD, awareness raising (internally and externally), quality assurance, recruitment and monitoring & evaluation.
- To be responsible for supporting NCFC and NCF Strategic Leads with relevant Equality, Diversity and Inclusion assessments and awards including PL Capability Code of Practice, PLEDIS, and the implementation of NCFC & NCF EDI strategic action plan.
- Supporting the development of EDI Champions (Women & Girls, Disability & SEND, Religious or Faith based programmes)
- Ensure EDI (for example participant, volunteer, staff and partners demographics) are monitored and reflect the demographic of Nottingham.
- Engaging and consulting with local communities and partners to improve the delivery of opportunities and services at a local level and increase participation amongst targeted groups.
- Develop effective partnerships with National and local organisations that focus on EDI.
- Positively promote Notts County Football Club and Community Organisations EDI practices.

Strategic

- Develop effective partnerships with National and local organisations that focus on EDI.
- Produce reports, presentations, and information as requested by the Sport and Inclusion Manager, Senior Management or external partners to report against performance targets.
- Work with all Managers and Senior Management to ensure that strategic objectives are met in relation to EDI (Women & Girls, Disability & SEND Programme, Religious or Faith based development).
- Attend all relevant meetings, training events etc. as part of personal and business growth.
- Liaise with other relevant departments within NCF, NCFC and across the county to ensure the effective internal and external promotion and communication of programmes and activities. Supporting the delivery of projects and activities of other departments within both organisations.





Staff Management

- Involvement in the recruitment, induction.
- Responsibility to oversee and drive the performance/quality of coaching undertaken by staff across all projects; including the development of a quality assurance plan and framework to monitor and evaluate delivery in relation to EDI.
- To arrange and deliver regular team meetings and training, facilitating the ongoing continuous professional development opportunities for staff.

General Duties

- To attend and contribute to regular staff meetings
- To participate in all staff Notts County Foundation appraisal and supervision processes
- To always follow Notts County Foundation policies and procedures including Health and Safety, Equal Opportunities and Confidentiality
- To always act as an ambassador for NCF and NCF.
- To undertake any other duties that may be required as deemed appropriate

Equality, Diversity, and Inclusion

We value the diversity of our staff and welcome applications 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 and marriage and civil partnership.

Safeguarding Statement

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

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 County 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 fulfil 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.



Personal Specification

Category	Essential	Desirable
Education/ Qualifications	Sports Management, Sport Development, Sport Science, Community Development, Youth Work, Community Work or a related field or Work experience.	<ul style="list-style-type: none"> • Relevant 'ED and I' related qualifications • Experience of project management in a charitable setting
Experience / Knowledge	<ul style="list-style-type: none"> • Strong written and verbal communication skills. • Good level of competence in using IT and databases, including Microsoft Office. • Experience of preparation and delivery of workshops. • Extensive knowledge of EDI within a community setting. • Demonstrate a good understanding of barriers to participation. • A minimum of 2 years' experience working within an inclusive setting • 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. 	<ul style="list-style-type: none"> • Experience of developing relationships with a wide range of internal and external partners • Knowledge of the sport development or education sector within Nottinghamshire, with contacts in the sector.
Personal Qualities/ Attributes	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Willingness to travel for business reasons. • Work outside normal office hours, including weekends, when required 	

