



GILLINGHAM FC

FOUNDATION

APPLICATION PACK

ROLE DESCRIPTION

Job title:	Community Education Officer
Reporting to:	Community Manager
Direct reports:	Community Coaches
Based at:	Priestfield Stadium
Salary range:	Competitive
Employment status:	Full Time - Permanent

POSITION PURPOSE

To lead the Gillingham FC Foundation’s education provision with specific focus on developing and delivering the Primary School partner programme. The role will also work with the GFC Foundation’s leadership team to access national initiatives that supports pupil development, as well as supporting the wider community programme.

RESPONSIBILITIES (below are example responsibilities but this is not intended as an exhaustive list)

- Engage with Primary Schools in the Medway and wider region to develop long term partnerships through delivering high quality PE, sport and physical activity.
- Manage the Primary School Partnerships ensuring the programme is impactful and enhancing the school curriculum.
- Deliver/co-deliver PE workshops to primary school staff, including the designing and planning of the workshops.
- To explore innovative ways of appropriately expanding our education programmes and pathways.
- To quality assure and effectively measure the impact of programmes, reportable to relevant stakeholders.
- Deliver a CPD programme ensuring sessional staff are delivering high quality programmes and applying relevant policies and procedures.
- Lead by example by adhering to the GFC Foundation’s policies and procedures.
- Demonstrate a commitment to the safety and welfare of children and young people of all backgrounds and ensure the safety and protection for any person involved in any activity arranged by the GFC Foundation.
- To always represent GFC Foundation in a professional manner.
- To support the development & delivery of GFC Soccer School programme.
- Support Community engagement initiatives on Matchdays / non matchdays at Priestfield Stadium.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.



HEALTH & SAFETY

The role is leading the safe and secure delivery of the Foundation's Education programme. All staff must adhere to the Health and Safety policy and procedures as well as comply with all role specific health and safety requirements. In addition, all staff have the responsibility to report any breach or potential breach in health and safety to their Line Manager.

SAFEGUARDING

Gillingham FC Foundation acknowledges that everyone has a responsibility for the wellbeing and safety of children, young people and adults at risk who are under the Foundation's care or are utilising the Foundation's facilities.

As part of Gillingham FC Foundation's commitment to providing a safe environment for children and adults at risk the Foundation requires all staff in child, young person and 'adult at risk' facing roles:

- To be clear about the foundation's responsibilities when running activities for these groups;
- Will have read and understood the suite of safeguarding policies including safeguarding children policy, adults at risk policy, anti-bullying policy, whistleblowing and equality policy;
- Understand and promote staff and participants code of conduct;
- Will understand how to refer a concern;
- To be consistent role model;
- To monitor repeated incidents of poor behaviour and liaise with their DSO or Head of Safeguarding.

EQUAL OPPORTUNITIES

We are committed to supporting an environment where all staff have a personal responsibility to uphold the Club's and Foundation's Equal Opportunities Policy by treating fellow employees, prospective employees, casual workers, prospective casual workers, players, prospective players and customers fairly and impartially.

EQUALITY, DIVERSITY & INCLUSION

Our committed to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010).



PERSON SPECIFICATION

Skills & Experience:

- Previous experience of football and PE delivery in schools.
- Level 2 NGB Qualification
- Excellent understanding of the Primary School PE curriculum, safeguarding procedures & health and Safety.
- The ability to meet internal and external Key Performance Indicators (KPI's).
- Exceptional organisation and communication skills.
- Effective IT skills
- Accuracy focused and able to maintain a high level of attention to detail.
- The ability to communicate effectively through both verbal and written communication.
- Commitment to delivering exceptional customer service.
- An ability to adapt quickly, be flexible in the face of change.
- A willingness to learn and develop as an individual, through CPD.
- Experience in successfully managing stakeholder relationships.
- Self-motivated and able to work proactively using your own initiative.
- The ability to work as part of a team and to maintain a values driven culture.
- Commitment to personal progression and development.
- A full UK driver's license with access to a vehicle.

Behaviours & Personal Values:

- A positive attitude to work & dedication to making a difference.
- A flexible attitude to working, with a willingness to work evenings and weekends.
- Committed to the personal development of self and others.
- Progressive attitude towards innovation and positively impacting others.
- Values and respects others, builds relationships and works collaboratively.
- Always lead by example and acts with integrity.



HOW TO APPLY

All applicants must complete a job application form and submit via email Foundation@Gillinghamfc.com or post to; Gillingham FC Foundation, Priestfield Stadium, Redfern Avenue, Gillingham, ME7 4DD.

For more information about the vacancy or to arrange an informal chat please email Foundation@GillinghamFC.com

Closing date for application: 5.00pm, Friday 21st March 2025.

Please be aware any offer of work is subject to a fully completed enhanced DBS disclosure and satisfactory references and any offer of employment may be withdrawn should you not meet safeguarding requirements.

We will adhere to our privacy notice in the process of reviewing all applications, a copy of this document is available on request.