



Engagement Officer Job Specification

Responsible to: Social Inclusion Manager

Area: Plymouth and surrounding areas

The post is full time and is offered on a 12-month fixed-term contract

Key Duties:

Deliver on and recruit for programmes within Argyle Community Trust's Social Inclusion remit. This will include –

Community Engagement:

- Recruiting for and delivering on educational programmes for people aged 16-24 who are currently not in education, training or employment.
- Creating and sustaining a legacy programme, post 16-24 Traineeship programme
- Monitoring the progress of the Traineeships programme, in partnership with funders including the return of all contractual compliance administration
- Plan and deliver content for Alternative lives project with other EFL Trust Community Clubs based within Devon HM Prisons.
- Delivery on PL Kicks and Satellite club programmes throughout Plymouth
- Liaising with and improving partnerships and relationships between the Trust and key partners.
- Team leader on National Citizen Service project
- Support and deliver elements of Mayflower 400 sports programme as and when required
- Represent Argyle Community Trust at local events and recruitment events to boost provisions
- Ensuring KPIs and baseline targets are met for all projects within the Social Inclusion remit

Other Trust Duties:

- Completing the relevant administration for inclusion based provision
- Delivery in other remits as and when required
- Delivery on match day activities at the football club when requested
- Attend promotional events for the Community Trust
- Attend steering group meetings
- Build community relations with various partners (new and existing)
- To complete training in order to further the development of our programmes in which you will work on
- Maintain and organise and equipment



Essential skills, knowledge& qualifications	Desirable skills, knowledge& qualifications
<ul style="list-style-type: none"> • Good organisation and time management skills with the ability to achieve deadlines and hit recruitment targets • Ability to develop new projects and sustain and improve existing ones • Ability to work well alongside experienced staff, as well as Apprentices • General appearance: smart and able to command respect • Evidence of a good attendance record • Ability to work as a team member • Sensitivity to the needs of colleagues, young people and those in the community • Minimum FA Level 2 FA qualified coach • Knowledge of existing NEET's programmes and of Traineeships/ Short Courses • Ability to conduct meetings effectively to recruit for programmes • ICT skills • Experience in working on events and projects • Ability to deal with conflict and challenging situations. 	<ul style="list-style-type: none"> • Evidence of innovation and problem solving • FA generic tutor trained • FA coach educator • Attended Youth Modules 1 & 2 • Experience working with providers of short courses and with NEET learners