



JOB SPECIFICATION: Head of Community Programmes

REPORTS TO: Chief Executive

DIRECT REPORTS: Girls Team Co-Ordinator, Community Coaches, all delivery staff

STARTING SALARY: D.O.E (anticipated range £25,166 to £30,426)

CONTRACT TYPE: Permanent

HOURS OF WORK: 35 Hours Per Week, flexible based on the needs of the Charity and regularly involving evening and weekend work.

JOB PURPOSE

The Head of Community Programmes will oversee and take full responsibility for the development and delivery of all projects, activities and services at Dundee United Community Trust. This successful candidate will be the main point of contact for those taking part in Community Trust activities and as such must build and maintain positive relationships with parents, players, members and partners and take ownership of growing the diversity and reach of our programme. The Head of Community Programmes will work closely alongside the Head of Operations to ensure the smooth delivery of all aspects of Community Trust business.

KEY TASKS AND EXPECTATIONS

- Plan and deliver a programme of activity that meets the ambitions, outcomes and priorities of the Community Trust.
- Ensure all sessions are planned and delivered safely, including risk assessments and class registers.
- Liaise with partners to ensure DUCT plays a leading role in sports and community development locally.
- Lead from the front in Setting and maintaining the highest standards of behaviours of all staff and volunteers.
- Play an active role in the development of the charity and undertake any other reasonable tasks as directed.
- Lead in the promotion of DUCT Community Sport projects, including but not limited to, use of social media.
- Ensure all projects are delivered to agreed budgets at all times and meet all Key Performance Indicators and targets.
- Ensure communication with members, participants and parents is clear, consistent and regular.
- Ensure venues are booked properly via DUCT processes and are risk assessed in advance.
- Support the Head of Operations and Chief Executive with reporting requirements linked to the programme.
- Ensure we are compliant with the regulations of all Governing Bodies, Affiliated National Associations and facility providers.
- Lead in developing our people, implementing a structured staff and volunteer development programme.



SKILLS, EXPERIENCES AND ATTRIBUTES

ESSENTIAL

- Minimum of 5 years experience of coaching football, preferably in a community capacity.
- Proven track record in organising successful community sports projects.
- Full and valid UK Driving License and access to a vehicle.
- Knowledge of community sports development.
- Comfortable working with a variety of client groups – specifically people with a range of disabilities.
- Scottish FA Children's Coaching Licence and Sports 1st Aid Qualification
- Competent in the use of IT systems in a working capacity.

DESIRABLE

- Accredited training in relation to working with people with a disability.
- Experience of coaching sports other than football.
- Knowledge of community football in Dundee.
- Advanced Children's Licence or equivalent.
- Knowledge of Class4Kids and Scottish FA IT Systems.
- Able to drive a minibus.
- Experience of delivering non-sports projects in the community.
- Local to Dundee or willing to relocate.

APPLICATION PROCESS

Interested candidates should send a covering letter and a copy of your up to date CV to jamie.kirk@dundeeunitedct.co.uk by Monday 13th November at 5pm. Please note that this **is a regulated role** and the successful candidate will be required to successfully attain PVG Membership prior to any job offer being made.