



Job Title: School Partnership Officer

Hours of Work: 37.5 hours a week

Contract: Full time

Responsible to: Southend United Community Foundation – Operations Manager

Job Purpose: To increase the participation of children and young people across the designated fan base area by leading on all SUCF school-based programmes.

Maintain and grow partnerships with local schools through funded programmes and sessions that generate income.

Job Summary:

Projects:

- To ensure all school sport delivery is to the standards of what SUCF and schools expect
- To manage the Premier League Primary Stars, Joy of moving & other funded primary school programmes
- Invest in and support staff to enable development and progression
- Organise, plan, and deliver various school sport opportunities and competition
- Network at events and conferences to meet potential clients and funders.
- Report on revenue generation and prepare presentations for the Senior Leadership Team on the organisation's growth
- Manage and report on funded projects progress, budget and resources
- Manage relationships with internal and external stakeholders building links with groups and agencies
- Update and maintain project records and documentation
- Plan, attend and coordinate meetings and events relating to identified projects
- Develop and deliver workshop-based material for any identified projects
- To generate additional income and achieve the budget set through current and new business
- Manage the monitoring and evaluation of delivery using Salesforce. Salesforce training provided if required

General:

- Undertake any other administrative tasks as specified by the Senior Leadership Team (SLT).

- To attend regular meetings with schools to develop and maintain meaningful working relationships.
- Active participation in continuing with continuous professional development (CPD)
- The post holder may be required to work some evening and weekends as the requirements of the job demands.

Job requirements:

You will need to show

- Minimum of one years' experience working with children and young people and or community initiatives.
- Minimum of two years' experience working in a business development role.
- Excellent communication, interpersonal and team-building skills.
- Good listening skills & customer care.
- Research and report-writing skills, and the ability to interpret or present data with excellent attention to detail.
- Experience using IT and MS Office, specifically Word, Outlook, PowerPoint, and Excel.
- Knowledge and understanding of community and social issues.
- Creative thinking and problem-solving ability.
- Numeracy skills.
- Research and analysis skills.
- Flexibility and the ability to juggle several projects and tasks at any one time.

Safeguarding:

Southend United Community Foundation (SUCF) is committed to safeguarding and ensuring the welfare and protection of children, young people, and adults at risk. Our aim is to ensure that safeguarding runs through every element of the work we do to ensure the welfare and well-being of all those who engage in our activities.

All children, young people and adults at risk have a right to be protected from abuse regardless of their age, gender, disability, sexual orientation, race, religion, or belief. We believe that all adults working within the Trust, in any capacity, have a duty and responsibility to safeguard the welfare of children, young people and adults at risk.

We strive to do this by applying policy, procedures, and best practice, engaging with the Premier League, FA, and local authority partners to promote the safety and welfare of all those who engage in activities with the Trust. Our practice reflects statutory requirements and responsibilities. This allows our participants to enjoy any Trust activity in a safe, and inclusive environment.

Employment will be subject to a satisfactory Enhanced DBS Disclosure and two written references.

Equality:

Southend United Community Foundation (SUCF) endorses the principle of equality and will strive to ensure that everyone who wishes to be involved in the Community Foundation including participants in SUCF programmes has a genuine and equal opportunity to participate to the full extent of their own ambitions and abilities. They can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their engagement at the Community Foundation without the threat of intimidation, victimisation, harassment, bullying and abuse.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.

To apply for the post, please complete a SUCF application form and send with an attached C.V to Dan King, d.king@southendunited-cet.co.uk or alternatively post to, Dan King Southend United Community Foundation, Roots Hall, Victoria Ave, Southend on Sea, SS2 6NQ.

For further information please contact SUCF on 01702 341351