

# Essex Boys & Girls Clubs

Supporting young people since 1939

[www.essexboysandgirlsclubs.org](http://www.essexboysandgirlsclubs.org)

Harway House, Rectory Lane, Chelmsford CM1 1RQ

T: 01245 264783 Registered Charity Number: 301447



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## WE ARE RECRUITING FOR A Club Development Officer

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**We're looking for someone energetic, enthusiastic, conscientious and committed, to work with communities in Essex for the next 3 years to create more opportunities for young people.**

With 3 years of funding for this post from the National Lottery Community Fund, we're looking for someone with the commitment and get-up-and-go to support voluntary youth provision (groups and constituted clubs) to become more sustainable and provide more opportunities for more young people.

**You'll use our Chelmsford office** as a base to reach communities across Essex and you'll need your own car to get to clubs.

**You'll need to be flexible** – most groups meet in the evenings and at weekends, when school's out and volunteers aren't working. You'll need to be going out to see them when they run and also encourage them along to EBGC events and residential trips.

**You'll need to be very approachable** – you'll be working with lots of people, young and old, from all walks of life.

**You'll need to be empathetic** – you'll already have an understanding of the problems faced by young people living in the villages, hamlets and market towns of the region, where pockets of substantial deprivation exist alongside affluent areas and lack of transport limits access to opportunity. You'll be ready to help communities dealing with anti-social behaviour, crime and a general fear of young people and to work with young people with low aspirations and poor emotional wellbeing to improve their chances in life. Ideally you'll have a wealth of youth work experience, however the right attitude to the role is more important to us than years of experience and it wouldn't surprise us if a candidate came from a sales or marketing background.

**You'll need to be self-motivated** as you'll be heading out on your own to meet groups and run sessions with young people. You will be delivering and facilitating Youth Personal Development Training and you will also encourage and facilitate further development of young people by getting them involved in Essex Boys & Girls Clubs opportunities and by encouraging groups to develop partnerships with schools, businesses, sport and arts development boards and other appropriate agencies throughout Essex.

**You'll need to be a great communicator** as you'll be part of a team of 20 working all over Essex to provide opportunities for young people, and they'll all want to work with you and apply your learning to their work.

**You'll need to be excellent at keeping track of what you're doing** – you'll be reporting back to our team and also providing monitoring information for the National Lottery Community Fund.

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**You'll need to be creative** – each club is independent and individual, and one size doesn't fit all. You'll be basing your work on the application of a sustainability model (The Club Improvement Scheme) already proven in urban youth clubs and highly focused on youth participation. Part of the role will be the modification and testing of the model for rural groups.

**You will be well supported** – you will work closely with the Sports and Arts Officer and be supported by the Club Development Lead with ongoing professional development opportunities.

**You will have job security** - the role is funded for 3 years as a fixed term contract from May 2019 so we're looking for someone prepared to commit for that period.

### Job Specification

- To work on all aspects of planning, delivery and monitoring of the project work at EBGC.
- Build positive rapport with club leaders, volunteers and young people and support club development within our clubs
- To work towards targets identified by the National Lottery Community Fund and Line Manager, reporting to him/her on a regular basis on progress made.
- Work with member and potential member Clubs taking part in support, programmes, activities and visits.
- To provide written reports every 3 months.
- To deliver residential work as and when required.
- To adhere to the guidelines as outlined in the EBGC Staff handbook.
- To undertake training as and when required.
- To keep appropriate records in line with monitoring requirements.
- To undertake any other EBGC business as and when required

### Person Specification

- Experience of working with young people.
- Computer Literate in Word, Excel and Publisher and familiar with Outlook.
- Able to organise his/her own workload as well as directing others.
- Be able to work independently or as part of a team.
- A good communicator both written and verbally and able to communicate with a broad range of people.
- Self-motivated, able to develop ideas from planning stage and bring them into fruition.
- Commitment to a flexible working pattern including evenings, occasional weekends and occasional bank holidays.
- A clean driving license and access to a car is essential.

**Hours of Work** – Based on a 35 hour week the post requires flexibility. Normal office hours are 9am to 5pm with 1 hour lunch. For time worked outside the agreement time off in lieu is available.

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**Holiday** – 25 Working Days

**Salary** £22-25k depending on experience

The successful applicant will be subject to DBS and reference checks.

**To Apply** – Please send your CV and a cover letter explaining why you would like and what you would bring to this job role to [rebeccas@essexboysandgirlsclubs.org](mailto:rebeccas@essexboysandgirlsclubs.org) or EBGC, Harway House, Rectory Lane, Chelmsford CM1 1RQ.

**Deadline** – Sunday 31<sup>st</sup> March 2019

### ABOUT THE EMPLOYER

**Employer:** Essex Boys and Girls Clubs was founded in 1939 and is a registered charity providing a variety of activities, training, opportunities and support for over 120 member clubs and the young people that attend them. The organisation's main office is in Chelmsford with regional offices in Upminster and Colchester and facilities include Stubbers Adventure Centre and the High Row Centre in the Lake District which are used to deliver many of the programmes.

EBGC also delivers project work in schools and to groups of young people outside of the club network when applicable.

**Our Mission** is to provide a high quality service to our affiliated clubs, their membership and other users of our services, with excellent activity opportunities for the diverse community. We aim to create opportunities for young people to realise their potential.

**Our Vision** is to raise the levels of participation by young people in our activities and to offer an attractive, safe, welcoming and encouraging environment for young people to achieve their own personal aims.

### Equal Opportunities

Essex Boys and Girls Clubs is committed to a comprehensive policy of equal opportunities in employment in which individuals are selected, trained, appraised, promoted and otherwise treated on the basis of their relevant merits and abilities and are given equal opportunities within the organisation. No job applicant, employee, client, or young person will receive less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, gender, marital status, sexuality, pregnancy and maternity and gender reassignment, disability, religion, political belief, socio-economic background, parental status, age or club membership. The organisation is committed to a programme of action to ensure that this policy be fully effective.

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