

Sport & Wellbeing Officer

Job Description & Person Specification

Job Title

Sport & Wellbeing Officer

Salary

National Living Wage

Hours

16–20 hours per week (including some evenings and occasional weekends)

Location

Based at The Loco Hub, Darlington, with regular delivery in schools, community venues and FC Darlington Locomotives activities across the local area.

Responsible To

Chair of FC Darlington Locomotives

Purpose of the Role

To support the delivery of FC Darlington Locomotives' community programmes by providing high-quality sport, physical activity and wellbeing opportunities for women, girls, children and families.

The post holder will play an important role in developing The Loco Hub as a welcoming community space while delivering activities that improve physical health, mental wellbeing, confidence, social connection and opportunities for local people.

Main Responsibilities

Sport & Physical Activity

- Deliver engaging football and multi-sport sessions for children, young people and adults.
- Support delivery of school-based coaching programmes.
- Deliver sessions within FC Darlington Locomotives' pathway and recreational programmes.
- Ensure sessions are inclusive, enjoyable and safe for all participants.

Community Wellbeing

- Support delivery of walk and talk groups.
- Assist in running coffee mornings and community drop-in sessions.
- Help facilitate women's wellbeing activities.
- Support employability, confidence and personal development sessions.
- Assist with community events and holiday programmes.

Community Engagement

- Build positive relationships with participants, families, schools and partner organisations.

- Welcome visitors to The Loco Hub and promote a friendly, inclusive environment.
- Encourage participation from underrepresented groups.

Administration

- Complete registers and basic monitoring information.
- Assist with planning and preparing sessions.
- Support promotion of activities through photographs and social media where appropriate.
- Maintain equipment and ensure venues are left clean and organised.

General

- Work in line with club safeguarding, health and safety and equality policies.
- Represent FC Darlington Locomotives professionally at all times.
- Undertake any other duties appropriate to the role.

Person Specification

Essential

Experience

- Experience delivering football, sport or physical activity sessions.
- Experience working with children, young people or community groups.
- Experience building positive relationships with participants.

Knowledge & Skills

- Excellent communication and interpersonal skills.
- Ability to motivate and engage people of all ages and abilities.
- Good organisation and time management.
- Ability to work independently and as part of a team.
- Basic IT skills.

Qualifications

- Full UK driving licence.
- Access to a vehicle.
- Willingness to undertake an Enhanced DBS check.
- Willingness to complete safeguarding and first aid training if not already held.

Personal Qualities

- Friendly and approachable.
- Reliable and punctual.
- Enthusiastic and self-motivated.
- Passionate about improving opportunities for women and girls.
- Flexible approach to working evenings and occasional weekends.
- Committed to equality, inclusion and safeguarding.

Desirable

- FA coaching qualification or equivalent sports coaching qualification.
- Emergency First Aid qualification.
- Safeguarding qualification.
- Experience delivering community wellbeing programmes.

- Experience working within schools.
- Experience supporting women and girls through sport or community programmes.
- Knowledge of local communities across Darlington.

FC Darlington Locomotives is committed to safeguarding and promoting the welfare of children, young people and adults at risk. The successful applicant will be required to complete an Enhanced DBS check and comply with all club safeguarding policies.

FC Darlington Locomotives is an equal opportunities employer and welcomes applications from all sections of the community.