



FOUNDATION



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Community and Cohesion Manager

Port Vale Foundation use the power of Port Vale Football Club *to enable lasting well-being by igniting greater ambitions and creating social connections for our communities.*

We are a values-led organisation and strive to live and breathe them each and every day. Our values are:

Extraordinary - *Good people doing extraordinary things.*

People-Centred - *Placing people at the heart of everything we do by caring, while driving and developing them to realise their highest potential.*

Tenacious - *Determined and resilient in the pursuit of success.*

Valiant - *Bold in the decisions we make and the actions we take.*

Respectful – *maintaining a mutual respect between the club and our stakeholders (supporters, community, staff and partners).*

In order to fulfil our mission, we are actively looking to contribute to local, regional and national priorities, using the Port Vale Football Club Foundation brand to positively impact on a range of agendas such as increasing sport and physical activity, improving health, increasing education standards and improving community cohesion. Our tactics to approach this are summarised through the three P's:

- **People first** - We are people first, supporting people to be the best version of themselves
- **Place matters** - There's no town called Port Vale – but there's a spirit behind the name.
- **Partnerships that punch** - We might be able to go where others can't, but we don't go it alone.

To focus and influence the Port Vale FC Foundation in achieving our mission whilst supporting and tackling local priorities, our work is categorised under two core areas:

- Community and Cohesion – building belonging
- Education and Skills – powering potential

Role title: Community and Cohesion Manager
Role reports to: Head of Foundation
Hours: 37.5 hours Pay scale: 32-36k (annual salary)
The role:
The Community and Cohesion Manager will lead, develop, and oversee all aspects of the Foundation's community and cohesion work, ensuring that programmes and initiatives are strategically aligned with our mission to build belonging and improve lives. Reporting to the Head of Foundation, the postholder will provide leadership, vision, and operational management for a diverse portfolio of projects across youth inclusion, physical activity, well-being, and family support. They will manage a team of Leads and Community Activators, supporting them to deliver high-quality, inclusive, and impactful initiatives that address local needs, reduce inequalities, and foster stronger, more connected communities.
Main responsibilities & accountabilities:
<ul style="list-style-type: none"> - Provide strategic leadership and day-to-day management of the Community and Cohesion team, including the Youth Inclusion Lead, Physical Activity Lead, Well-being Lead, Early Years/Families Lead, and Community Activators. - Work with the Head of Foundation to lead the design, implementation, and monitoring of community programmes that promote inclusion, health, well-being, and positive social outcomes. - Ensure high standards of delivery across key initiatives such as Premier League Kicks, Holiday Activities and Food (HAF), SPACE, Family Hub programmes, Baby Bank, Weight Management, Golden Valiants, and Community Cupboard. - Work with colleagues and external stakeholders to identify local needs and co-design programmes that respond effectively and creatively. - Drive community engagement, ensuring that all programmes are inclusive and accessible, particularly for underrepresented and disadvantaged groups. - Develop and maintain strong partnerships with local authorities, health providers, voluntary organisations, and other stakeholders to maximise reach and impact. - Alongside the Head of Foundation, oversee budgets, funding bids, monitoring, and reporting requirements to ensure compliance and sustainability of programmes. - Provide effective leadership and support to staff, promoting a positive culture, professional development, and performance excellence. - Contribute to the wider Foundation strategy and represent the organisation at events, meetings, and forums, ensuring Port Vale Foundation is recognised as a leader in community cohesion.

Key skills and experience:

- Proven experience of managing teams and programmes within sport, community, or youth sectors.
- Strong leadership skills, with the ability to inspire and support staff working across multiple areas (youth, families, well-being, and physical activity).
- Demonstrated experience in programme design, monitoring, and evaluation.
- Excellent partnership-building skills with a track record of successful collaboration across sectors.
- Experience in securing funding, managing budgets, and delivering against financial targets.
- Strong understanding of issues affecting local communities, including youth inclusion, health inequalities, family support, and community cohesion.
- Ability to engage and inspire diverse groups, including vulnerable or hard-to-reach communities.
- Excellent organisational, communication, and problem-solving skills.
- Proactive, innovative, and resilient approach, with a passion for community development.

General:

- To uphold and promote the values of the Port Vale Foundation at all times.
- To act as an ambassador for the Foundation and the football club, ensuring professional conduct and presentation.
- To contribute to a culture of continuous improvement, supporting innovation and learning across the organisation.
- To work flexibly, including evenings, weekends, and match days where required.
- To undertake any other duties consistent with the level of the post as reasonably required by the Head of Foundation.

	Essential/Desirable	Assessed via:
Relevant Experience		
Previous successful experience working in physical activity or sporting sector	Essential	Interview/Application
Experience in working within a team and managing staff	Essential	Interview/Application
Experience driving change through a needs-led approach	Essential	Interview/Application
Experience of engaging and inspiring diverse groups	Essential	Interview/Application
Experience managing budgets and funding/ bid applications	Essential	Interview/Application
Experience and understanding of the Health and Wellbeing, Families and youth sectors (public and private) and collaborating with external partners.	Desirable	Interview/Application
Formal Academic Qualifications		
GCSE Maths and English C+	Essential	Certificates
University Degree	Desirable	Certificates
Youth work qualifications	Desirable	Certificates
Vocational Qualifications and Training		
Clean Enhanced DBS Check	Essential	Certificates
Health & Safety at Work	Desirable	Certificates
Job Related Skills and Abilities		
Be able to communicate effectively with partners, participants, customers, visitors and staff	Essential	Interview/Application
Good IT Skills, including word processing, spreadsheets and databases	Essential	Interview/Application
Ability to deliver KPIs against project plans on time and within budget	Essential	Interview/Application
Ability to work under own initiative and be pro-active in driving the organisation forward within the new strategy	Essential	Interview/Application
Experience in project reporting.	Desirable	Interview/Application
Experience in supporting change management	Desirable	Interview/Application
Physical Requirements and Personal Attributes		
To represent Port Vale Foundation in a professional manner at all times; to include dress, presentation, hygiene, attitude, conduct and professionalism	Essential	Interview/Application
Enthusiasm and passion for working with young people and the local community.	Essential	Interview/Application
A positive attitude towards professional development and their own learning	Essential	Interview/Application
Creative in problem solving situations together with a willingness to take on or try new approaches and ideas	Essential	Interview/Application
Special Working Conditions		
Hold a valid full, clean UK Driving license.	Essential	Application
Required to work evenings and weekends and occasional match days when requested.	Essential	Application
Reliable approach to working hours	Essential	Application

If you would like to apply for this role, please complete an application form that can be found at [Vacancies | Port Vale FC](#)

Email the completed application form, alongside a cover letter and supporting statement to naomi.parton@port-vale.co.uk or you can send it by post to:

**Job Vacancies
Port Vale Foundation
Vale Park
Hamil Road, Burslem
Stoke-on-Trent, ST6 1AW**

If you require any more information, please call us on 01782 757066.