



FOUNDATION



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Community Football Co-Ordinator

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.

Role title: Community Football Co-Ordinator
Role reports to: Head of Community Football
Hours: 37.5 hours Pay scale: Competitive (depending on experience)
The role: The Community Football Co-ordinator will lead and manage the day-to-day delivery of Port Vale FC Foundation's Community Football programmes. The post-holder will develop, grow and enhance football activity across the local area, supporting participation for all ages and abilities. This includes strengthening grassroots pathways, developing new football initiatives and building strong links with the Port Vale FC Academy.
Main responsibilities & accountabilities: - Oversee planning and delivery of Community Football programmes. - Drive programme growth and grassroots engagement. - Lead delivery of FA campaigns and inclusive initiatives including Walking Football and Pan-Disability teams. - Develop and manage strong working relationships with the Port Vale FC Academy to support pathway opportunities and player development links. - Co-ordinate and lead the planning, staffing and delivery of holiday football camps. - Recruit, mentor and develop sessional coaches and volunteers. - Develop new community football sessions and participation offers. - Maintain strong community links and partnership development. - Monitor programme performance and ensure high delivery standards. - Ensure compliance with safeguarding and health & safety requirements. - Develop and launch new recreational football initiatives to engage diverse groups within the community. - Ensure all sessions are inclusive, fun, and accessible to participants of all ages, abilities, and backgrounds. - Actively promote these new activities through local community networks.

Key skills and experience:

- FA Level 2 (UEFA C) or working towards.
- Experience delivering or managing football programmes.
- Knowledge of grassroots and FA development structures.
- Ability to deliver inclusive and engaging sessions that promote confidence, aspiration, and skills.
- Knowledge of safeguarding and a commitment to creating safe environments for participants.
- Flexible and adaptable approach, with the ability to work across multiple programme areas when required.
- Good organisational skills, with the ability to manage time effectively and support wider team objectives.
- Enthusiasm, creativity, and passion for using education to improve life chances and progression opportunities.

General:

- To always uphold and promote the values of the Port Vale Foundation.
- 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.

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 Community@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.