

WE ARE HIRING



02476 786 349 | RECRUITMENT@SBITC.ORG.UK | SBITC.ORG.UK | REGISTERED CHARITY: 1127014 | OFFICIAL CHARITY OF COVENTRY CITY FC



APPLICATION PACK

PROJECT COORDINATOR

CLOSING DATE | 28 SEPTEMBER 25

WHO ARE WE?

Sky Blues in the Community is the charitable arm of Coventry City Football Club, based at the Coventry Building Society Arena. The organisation is officially registered with the Charity Commission and is recognised as a Club Community Organisation (CCO) linked to the English Football League Trust network.

The charity works with young people up to adults in the later stages of life, Sky Blues in the Community provide a diverse range of programmes to improve health and wellbeing, enhance social inclusion, reduce crime and ASB involvement and expand access to education and training. The charity currently works with over 2,000 individuals each week and invests over £1 million into our local communities.

OUR VISION

A prosperous and vibrant Coventry and Warwickshire, where every individual can achieve their fullest potential, leading to healthier and happier lives.

OUR MISSION

We are committed to harnessing the power of sport and utilising Coventry City Football Club's unique influence and appeal to develop and deliver high-quality community programmes, forming strategic alliances that empower the people of Coventry and Warwickshire. By providing meaningful opportunities for improved health and wellbeing, enhanced social inclusion, reduced crime involvement, and expanded access to education and training, we will #MakeADifference in our city and county.

OUR VALUES

AMBITIOUS



PASSIONATE



HONEST



COMMUNITY
FOCUSED



INNOVATIVE



OUR STRATEGIC PILLARS

Health and
wellbeing

Education,
training and
employment

Social inclusion,
community
cohesion and
participation

Sports facilities
and community
assets

Challenging
ourselves,
developing our
people and growing
our charity

PURPOSE OF THE ROLE

In this role you will use the power of football to inspire young people aged 11–18, helping them overcome barriers, build confidence, and realise their potential in school and beyond.

Working across secondary schools, alternative education, and community settings, reporting to the Premier League Inspires Project Manager you will plan and deliver a mix of group sessions, one-to-one mentoring, and youth-led social action projects. From tackling mental health, behaviour, racism and gender equality, to creating opportunities through sport and education, you will play a vital role in shaping brighter futures.

You will be a positive role model and trusted mentor that empowers young people to take pride in themselves and their community and help young people believe they belong, that they matter, and that their futures hold possibility.



OVERVIEW

JOB TITLE | PROJECT COORDINATOR

HOURS OF WORK | FULL TIME

LOCATION | BARRS HILL ACADEMY /
PRESIDENT KENNEDY / OTHER LOCATIONS
ACROSS COVENTRY

REPORTING TO | PROJECT MANAGER,
PREMIER LEAGUE INSPIRES

SALARY RANGE | £27,000 PER ANNUM

CONTRACTUAL TYPE | PERMANENT

KEY RESPONSIBILITIES

(but not completely exclusive to)



1. Programme delivery

- Assist and collaborate with the project manager to produce and deliver high-quality Premier League Inspires resources and sessions to groups and individuals.
- Provide one-to-one mentoring for vulnerable young people.
- Lead youth voice and social action projects, including the Inspires Challenge.
- Support schools with strategies on truancy, wellbeing, and inclusion.
- Plan and deliver events, player appearances, and collapsed curriculum days.
- Provide a safe, supportive, and trauma-informed environment for all participants.

2. Monitoring and evaluation

- Monitor, record and upload programme data and outcomes to the Premier League Charitable Fund's Salesforce database.
- Support the project manager in the production of reports and feedback by providing evidence and data such as, registers, consent forms, photos, uploaded social media content and case studies to demonstrate project outcomes and impact.

KEY RESPONSIBILITIES

(but not completely exclusive to)



3. Partnerships and relationships

- Build respectful, productive relationships with students, school staff, and community partners.
- Act as a positive role model and trusted mentor for young people.
- Promote the SBitC brand and ethos in a professional and positive manner.
- Collaborate with our school partners to safeguard and create maintain safe spaces for participants and staff.

4. Organisational contribution

- Work collaboratively with the Project Manager and wider SBitC team to ensure effective programme delivery.
- Contribute to the continuous improvement and sustainability of education and youth engagement programmes.
- Maintain compliance with all organisational policies, including safeguarding, equality, and health and safety.

EXPERIENCE



ESSENTIAL

- Experience of working in youth work
- Experience in secondary education (Teaching Assistant Level 2 or above, or in pastoral role)
- Experience supporting young people facing barriers such as trauma, exclusion, or mental health challenges
- Experience of adapting delivery to meet different needs
- Strong communication and facilitation skills, with the ability to build trust

DESIRABLE

- Experience using sport, particularly football, as a tool for engagement
- Experience of working with schools' leadership teams and local partners
- Knowledge of local communities in Coventry and Warwickshire

QUALIFICATIONS & TRAINING



ESSENTIAL

- Relevant qualification in youth work (Level 2 or above), education, or equivalent experience
- Safeguarding training (or willingness to undertake)
- Mentoring training (or willingness to undertake)

DESIRABLE

- Sports coaching or leadership award
- Experience of delivering accredited courses (e.g. Sports Leaders)
- First Aid and/or Mental Health First Aid certificate
- Experience in the field of child-focused therapy

SKILLS & ABILITIES



ESSENTIAL

- Strong facilitation and communication skills, able to engage groups and individuals
- Ability to build trust and rapport with young people and professionals
- Organisational skills to plan and deliver sessions, projects, and events
- Competence in recording and reporting data accurately
- Ability to work independently and as part of a team
- Creative and flexible approach to problem solving

IN THIS ROLE YOU WILL



- Deliver high-quality Inspires sessions to groups and individuals.
- Provide one-to-one mentoring for vulnerable young people.
- Lead youth voice and social action projects, including the Inspires Challenge.
- Support schools with strategies on attendance, wellbeing, and inclusion.
- Plan and deliver events, player appearances, and collapsed curriculum days.

What we're looking for

- We are seeking someone with a background in youth work or secondary education and experience of supporting young people facing challenges such as trauma, exclusion, or mental health difficulties.

Key requirements include:

- Strong communication skills and the ability to build trust with young people.
- Proven ability to build and maintain effective partnerships with schools and external partners.
- Flexibility to adapt delivery to meet different needs.
- A passion for helping young people succeed, resilience when dealing with challenging behaviours, and the ability to act with integrity and confidentiality.
- Experience of using sport, particularly football, as a tool for engagement is desirable.

HOW TO APPLY



We are recruiting a Project Coordinator for our Premier League Inspires programme. This is an exciting opportunity to join a passionate and dedicated team delivering meaningful community-based projects.

This role uses the power of football to inspire young people aged 11–18, helping them overcome barriers, build confidence and realise their potential in school and beyond. Working across secondary schools, alternative education, and community settings, you'll deliver group sessions, one-to-one mentoring, and youth-led social action projects. From tackling issues such as mental health, behaviour, racism and gender equality, to creating opportunities through sport and education, you'll play a vital role in shaping brighter futures.

How to Apply

Please submit either:

- **A CV and covering letter (no more than two sides of A4 for each), or**
- **A completed application form**

HOW TO APPLY



Your application should clearly demonstrate how you meet the criteria outlined in the person specification.

We are committed to building a diverse and inclusive team. Research shows that candidates from under-represented backgrounds sometimes rule themselves out if they do not meet 100% of the criteria. If you are excited by this role and believe you can make a difference, we would love to hear from you, even if your experience does not align perfectly with every requirement. Please use your application to highlight how your experience, skills, and values align with what we are looking for.

Please send your application to: **Ali Myton** via email: recruitment@sbitc.org.uk

Please note: **You only need to submit either a CV and covering letter or a completed application form, not both.**

Closing date for applications: 28 September 2025

Please note: we may close the application process early if we receive a high number of applications, so early applications are encouraged. If you require the application form in an alternative format, or if you would like to apply using a different method due to a disability or accessibility need, please contact us via 02476 786 349 or 07964 514 233 and we will be happy to discuss reasonable adjustments.



Safer Recruitment and Pre-Employment Checks

At Sky Blues in the Community, safeguarding is central to everything we do. We are committed to creating a safe and supportive environment for all staff, volunteers, and participants.

This role may involve working with children or adults at risk, and as part of our safer recruitment process, any offer of employment will be subject to:

- Two satisfactory references
- An enhanced Disclosure and Barring Service (DBS) check
- Confirmation of your identity and right to work in the UK

All staff are expected to follow our Safeguarding Policies and complete relevant training as part of their induction and ongoing professional development.



Diversity and Inclusion

Sky Blues in the Community is an equal opportunities employer. We welcome applications from all sections of the community and particularly encourage applications from individuals who are underrepresented in the sport and charity sectors. Appointments are made strictly on merit.

We are committed to providing an inclusive recruitment process. If you require any adjustments to complete your application or to attend an interview, please let us know.

We may collect anonymised equalities data from applicants for monitoring purposes only. This data will not form any part of the recruitment decision-making process

POLICIES & PROCEDURES



Privacy Notice

Sky Blues in the Community is committed to handling your personal information responsibly and transparently. We comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 to ensure the privacy and security of your data.

Information provided during the recruitment process will be stored securely and retained for a period of six months after the closing date of the vacancy, unless a longer period is required by law or you consent to us retaining your details for future opportunities. To request a copy of our privacy notice or exercise your data rights, please contact: sbitc@sbitc.org.uk.



SKY BLUES

in the **COMMUNITY**



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